



**John Wright**  
**Town Clerk**

**Lyme Regis Town Council**

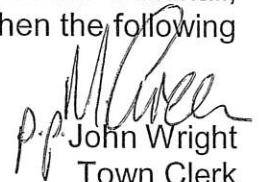
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**Strategy and Finance Committee**

Notice is hereby given of a meeting of the Strategy and Finance Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 18 December 2019 commencing at 7pm when the following business is proposed to be transacted:

  
John Wright  
Town Clerk  
13.12.19

*The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.*

*If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.*

**AGENDA**

**1. Public Forum**

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee*

**2. Apologies**

To receive and record apologies and reasons for absence

**3. Minutes**

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 13 November 2019

**4. Disclosable Pecuniary Interests**

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly, if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

**5. Dispensations**

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

**6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 13 November 2019**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

**7. Update Report**

To update members on issues previously reported to this committee

**8. Internal Audit Report, Visit One 2019-20**

To inform members of the outcome of the internal auditor's first visit for 2019-20 which took place on 25 September 2019 and 10 October 2019

**9. Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

To allow members to consider the town clerk's statement of internal control, the risk management policy and the annual risk assessment

**10. Objectives 2020-25 – Public Feedback**

To inform members of the results of the public consultation exercise

**11. Budget and Precept 2020-21 and Five-Year Financial Plan 2020-25**

To allow members to consider and approve the 2020-21 budget, including a precept of £132,779

To inform members of the council's five-year financial plan 2020-25

**12. Investments and Cash Holdings**

To inform members of investments, cash holdings and loans and to seek any necessary guidance

**13. List of Payments**

To inform members of the payments made in the months of May and June 2019

**14. Debtors' Report**

To inform members of outstanding debts and the steps being taken to recover them

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960*

**15. Exempt Business**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**a)     Agenda item 14 – Debtors' Report**

Single

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 NOVEMBER 2019

**Present**

**Chairman:** Cllr B. Larcombe

**Councillors:** Cllr Ms B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

**Officers:** Mr M. Green (deputy town clerk), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

**Absent:** Cllr L. Howe

19/34/SF

**Public Forum**

**Mr C. Tipping**

As manager of LymeForward, Mr C. Tipping said the organisation didn't apply for the funding from the Mary Anning film for the foodbank. He said there had been some letters in the local press about the foodbank, which was a reflection of how great the town was. He said the foodbank survived on the generosity of the town and it never failed to give. As an example of this generosity, Mr C. Tipping said LymeForward had put out an appeal about a resident whose dog needed to be looked after while he was in hospital and within half an hour, several people had come forward to help. He said the council already funded the foodbank because it funded LymeForward and enabled him and his team of volunteers to help those in the town who needed it. Mr C. Tipping said last Christmas they helped a Lyme Regis family in crisis; the father had lost his job, both parents were in the Universal Credit system and it would be five weeks until they had any money. He said despite being referred by the citizens' advice bureau, the mother was ashamed to go into the foodbank, she was worried about Christmas and couldn't afford presents for the children. Mr C. Tipping said LymeForward was not a panacea for all the problems in Lyme Regis but in a little way, it had helped this family get back on their feet with food and the volunteers had even managed to arrange some presents. He said the family went back in January and having both found jobs, they gave food back to the foodbank. He said the town council had helped enable that and it should feel as proud as LymeForward did. Mr C. Tipping said he would be happy if LymeForward could say a foodbank wasn't needed anymore. He also thanked the town council staff because in his 14 months at LymeForward, which had not been easy, they had been fantastic and it was good to know there was someone at the end of the phone with advice. He said whatever the future held for LymeForward, he said it had been fantastic and he thanked the council.

### **Mr N. Ball**

Mr N. Ball said The Hub, in many things it did, had recently given his family some support through the Death Café. He urged everyone to go to a coffee morning, a clothes swap or to the foodbank at The Hub. He said there was so much there he didn't know about previously and it must be kept going. He said it really was the hub of Lyme Regis.

### **Ms R. Cohen**

The town clerk said an email had been received from Ms R. Cohen from B Sharp, thanking the council for its support in funding and looking to the future. He said the email would be circulated to members.

### **Miss G. Robson**

Miss G. Robson spoke in relation to agenda item 16, Grant Funding Request. She said as a local person and someone who had acted on the Marine Theatre stage, she was asked to direct play written by local writer Andy Rattenbury to celebrate the life of the town through the history of the Marine Theatre. She said the play was about, by and for the people of Lyme Regis. As an historic town, she said the Marine Theatre was a living relic, kept alive by the townsfolk. Miss G. Robson said the community play involved five local societies; musical society, pantomime players, Marine Players, school of ballet and B Sharp. She said it was commonly known there had been some disagreements between societies, the theatre and the townspeople but that was all being put to one side and they were all coming together to celebrate the theatre over the last 125 years. Miss G. Robson said the play was telling a story about the town and the people through the history of the Marine Theatre. She said they needed money to put on a production of this size, as well as time and manpower. She said the budget had been refined and a further £1,000 saved, leaving a budget of £6,968, with expected ticket sales of £1,500. She said ticket prices had been set low to get as many people as possible to see the play. Miss G. Robson said they had been proactive in getting funding and had secured £3,000 from small arts' grants, friends and sponsors. She said they were asking the town council to fund the remaining £2,468. She said they aimed to create a production the whole town could be proud of and she wouldn't be asking for the council's help to make it happen if it wasn't for her Lyme Regis stubbornness and passion.

Cllr Mrs M. Ellis said as it was a celebration of the Marine Theatre, she thought there should be no charge for the venue. She asked who was doing the lighting and sound as the theatre had installed new equipment recently.

Miss G. Robson said the lights at the theatre were being used but they needed a projector as the one at the theatre was not suitable for their requirements.

Cllr B. Larcombe asked why they hadn't applied for funding at grants' time in March. He also asked why some people were being paid for putting on a community production.

Miss G. Robson said they needed to make sure they had all the societies on board before applying for funding. She said people were being paid because they were spending a lot of time on the play and although the fee had been reduced, it was not possible to do the play without that payment.

Cllr Ms G. Stammers asked if there was a contract agreement for the paid roles and whether vacant posts were advertised. She also asked when the budget was put together.

Ms G. Robson said she was asked to take on the role of director and the budget was put together in September.

**Ms T. Blech**

Ms T. Blech spoke in relation to the same agenda item. She said the writing of the script and engagement with the people needed to put the play on was not complete until end-September/early-October. She said only at that point did they have the confidence to approach people to ask for funding and to come to the council to make the funding request. She said they were not representing the Marine Theatre; it was about the group of people who had got together to put the play on for the town, and the town and its theatre were at the centre of the play. Ms T. Blech said they were using the term 'community players' for a group of around 150 people who wanted to celebrate the town and its theatre through the production and the contribution of the history of the theatre, and the part it had played through times of crisis and joy. She said they were not asking for a bail-out and it wasn't an indulgent piece of entertainment, it was for everyone in the community, bringing together so many people to share and celebrate the theatre. She said the coming together of the societies was unprecedented and a special occasion in the 125 years of theatre in Lyme Regis.

Cllr Mrs M. Ellis asked where it would leave the play if the council didn't provide the funding. She also asked if they had asked for free use of the Marine Theatre.

Ms T. Blech said it would leave them with a huge problem and they would have to think again. She said they had been given the rock bottom rate for using the theatre, which included rehearsal time.

Cllr B. Larcombe asked who the governing body was.

Ms T. Blech said the director, musical director and stage manager were the governing body. She said this hadn't been done before and if another community play was put on, they would apply for other grants.

**19/35/SF      Apologies for Absence**

Cllr J. Scowen – personal commitment

**19/36/SF      Minutes**

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 25 September 2019 were **ADOPTED**.

**19/37/SF      Disclosable Pecuniary Interests**

Cllr D. Ruffle declared a non-pecuniary interest in agenda item 16, Grant Funding Request, as he would be part of the production with the Marine Players. He said he would stay in the room but not vote.

Cllr Ms B. Bawden declared a non-pecuniary interest in agenda item 15, Filming Money, Expressions of Interest as she was involved in the bid from the Mary Anning Scholarship Legacy Fund. She said she would stay and take part in discussions but not vote.

Cllr R. Doney declared his membership of the Marine Theatre. He said he didn't believe this was a pecuniary interest under the law but to avoid any doubt, he had requested a dispensation to take part in the discussion of the Marine Theatre.

**19/38/SF      Dispensations**

The town clerk confirmed he had granted a dispensation to Cllr R. Doney to allow him to take part in discussions about the Marine Theatre.

**19/39/SF      Filming Money – Expressions of Interest**

The chairman brought this item forward to allow applicants to speak.

Cllr S. Williams asked if the council had been provided with all the information it needed about the organisations, such as audited accounts.

Cllr B. Larcombe said this was only a requirement of the normal grants' funding, whereas this was a one-off grant award and organisations had not been asked for this information.

The following people spoke in support of the applications:

- Rob McLaughlin – Town Mill Trust, chairman
- Anya Pearson – Mary Anning Rocks, project lead
- Sara Hudston – B Sharp, trustee
- Mary Kahn – Axminster and Lyme Regis Cancer Support, founder
- Marcus Dixon – Lyme Regis Gig Club, trustee
- Philip Evans – Lyme Regis Musical Theatre, president
- Adrienne Bonwick – Woodroffe School PTFA, fundraising committee member
- Cecelia Bawden – Mary Anning Scholarship Legacy Fund

Further discussion was deferred to when the item came up on the agenda.

**19/40/SF      Matters arising from the minutes of the Strategy and Finance Committee meeting held on 25 September 2019**

**Bowls' club**

Cllr R. Doney asked when the council had agreed further negotiations would take place and why it had taken eight months for the club to respond.

Cllr B. Larcombe said the club had requested a meeting with himself and the town clerk. The town clerk confirmed the club was informed of the council's decision on a timely basis.

**19/41/SF      Update Report**

**Powerboat club**

The town clerk said this issue was becoming quite protracted as the respective solicitors were talking, but a meeting had now been arranged for 14 November 2019.

Cllr S. Williams was concerned meetings involved only officers as the powerboat club wanted to speak to members.

*Cllr Mrs M. Ellis left the meeting at 8.20pm.*

The town clerk said the council had discussed the matter at length and he had carried out the council's instructions.

*Cllr Mrs M. Ellis returned to the meeting at 8.21pm.*

Cllr B. Larcombe said the club had failed to respond to the council, which was why legal action had been taken.

**Largigi**

The town clerk said he would provide a verbal report in exempt business.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Miss K. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**19/42/SF      Internal Audit Report, Visit One 2019-20**

Members were concerned about the size of the agenda and agreed this item needed to be deferred to the next meeting to allow proper consideration.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of the internal auditor's report on visit one of 2019/20 to the next Strategy and Finance Committee meeting.

**19/43/SF      The Process for Approving the 2020-21 Budget and Five-Year Financial Plan**

Members noted the report.

**19/44/SF      Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

Members felt this item should also be deferred to the next meeting to allow proper consideration.

As there would already be a significant amount of business on the next agenda, it was agreed an additional Strategy and Finance Committee meeting would be held on Tuesday 17 December 2019, with a degree of flexibility for the agenda.

**19/45/SF      Budget Performance, 1 April – 30 September 2019**

The deputy town clerk highlighted the main budget variations throughout the year.

In response to a member question, the deputy town clerk said the income didn't include site licence fees as there was no commitment accounting.

Cllr B. Larcombe said he wanted the council to be presented with more accurate estimates for the projects it was entering into, as in some instances, actual costs had doubled or almost trebled.

The town clerk agreed and said a quantity surveyor would be used in future to provide more detailed estimates.

Cllr B. Larcombe said the council would reach a plateau as it wouldn't be able to grow its income through rates and charges in the same way it had done in the last four years. As such, he said the council needed to look at its own outgoings and costs.

Cllr G. Turner asked why the estimated cost of the office refurbishment had increased from £100k to £300k.

The deputy town clerk said £100k was a very early estimate and was predicated around the likelihood the office would move to another building, which would have required a fit-out, only. However, when it was decided the office would remain in the existing building, the budget had to be increased to £300k. The deputy town clerk said this budget was an estimate based on there being no clearly defined scope of works.

The town clerk said officers wanted the scope of works to be agreed as soon as possible so the project could progress.

Cllr J. Broom said he didn't think this could be agreed in a normal committee meeting and said there needed to be a separate meeting. This was agreed and it was anticipated this would take place in early-2020.

19/46/SF      **Review of Charges**

**Cart Road beach hut hire**

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to set weekly charges for 2021/22 Card Road beach hut hire as follows:

Easter holiday	£50
Spring holiday	£55
June	£50
Mid-July and August	£130
Christmas and New Year	£40
Winter season	£160
Summer season	£1,000
Annual	£1,600

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Ms B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to hold daily hire charges for 2021/22 Cart Road beach hut hire, as follows:

January to Easter	£3
End-April to spring holiday	£9
Early-July	£30
September	£11
October	£6
November and December	£4

**Alfresco licences**

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold alfresco licence charges for 2020/21, as follows:

Covers	£130
Single chairs	£12

**Website advertising**

Proposed by Cllr R. Doney and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to hold website advertising charges for 2020/21, as follows:

	Excl VAT	Incl VAT
Bronze listing	£50.00	£60.00
Silver listing	£100.00	£120.00
Gold listing	£150.00	£180.00
Small advert subpage	£150.00	£180.00
Medium advert subpage	£300.00	£360.00
Large advert subpage	£780.00	£936.00
Small advert overview/webcam page	£200.00	£240.00
Medium advert overview/webcam page	£480.00	£576.00
Large advert overview/webcam page	£1,020.00	£1224.00
Advert + 2 <sup>nd</sup> advert (same size or smaller)	2 <sup>nd</sup> advert at half price	
Advert + listing	Listing at half price	
Listing + 2 <sup>nd</sup> listing (same price or less)	2 <sup>nd</sup> listing at half price	

### **Bell Cliff advertising boards**

Members discussed increasing the charges for Bell Cliff advertising boards as there was a waiting list in double figures. Cllr Ms G. Stammers said advertising boards at Uplyme Garage were £150 per year.

It was proposed by Cllr G. Turner to set the charge for 2020/21 for Bell Cliff advertising boards at £125.

This motion was not seconded

It was proposed by Cllr B. Larcombe to set the charge for 2020/21 for Bell Cliff advertising boards at £150.

This motion was not seconded.

It was proposed by Cllr B. Larcombe and seconded by Cllr J. Broom to set the charge for 2020/21 for Bell Cliff advertising boards at £130.

This motion was not carried.

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to set the charge for 2020/21 for Bell Cliff advertising boards at £120.

### **Marine Parade Shelters**

The deputy town clerk said the council had already set charges for 2020/21 and there was an outstanding commitment to review the use of the shelters; as such, he recommended the charges remained unchanged for 2021/22 at this point, and to re-visit this as part of the review, which members agreed.

### **Amenities**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold amenities charges for 2020/21, as follows:

Adult mini golf and putting	£3
Child mini golf and putting	£1.50
Table tennis	£1.50

### **Weddings and civil marriages**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold wedding and civil marriage charges for 2021/22, as follows:

Monday to Friday	£300
Saturday and Sunday	£400

### **Car parking permits**

Proposed by Cllr R. Smith and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to set holiday accommodation parking permit charges for 2020/21 at £670.

It was proposed by Cllr B. Larcombe to set non-resident parking permit charges for 2020/21 at £350.

This motion was not seconded.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to set non-resident parking permit charges for 2020/21 at £335.

Proposed by Cllr B. Larcombe and seconded by Cllr Ms G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to set resident parking permit charges for 2020/21 at £175.

### Car parking

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold parking charges at Monmouth, Cabanya and Woodmead car parks for 2020/21, as follows:

Cabanya and Monmouth	£1.40 per hour
Woodmead	£1 per hour
Woodmead three-day ticket	£25
Woodmead weekly ticket	£50

Members agreed there would be no change to the level of penalty charge.

### Cemetery charges

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold cemetery charges for 2020/21, as follows:

Inter stillborn child or under 2 years	No charge
Inter child under 16 years	No charge
Inter over 16 years	£225
Inter cremated remains	£50
Exclusive right of burial in earthen grave	£455
Exclusive right of burial of cremated remains	£276
Installation of headstone headstone/footstone/tablet	£90
Installation of vase	£45/60
Additional inscription on memorial	£30
Scattering ashes on existing graves	£20
Scattering ashes beneath turf of existing graves	£20
Genealogy searches	£25
Certified copy of entry in burial books	Not offered
Double interment fee	No extra charge

*The meeting adjourned for a break at 9.37pm.*

*The meeting resumed at 9.45pm.*

### 19/47/SF Future Grant Allocation

Cllr S. Williams said organisations such as the Citizens' Advice Bureau would benefit from having the security of longer-term funding but required less funding than the major grants.

Cllr B. Larcombe said the distinction between grants should be short/medium/long-term grants, rather than minor/medium/major, which members generally agreed with.

He said there should also be a greater emphasis on match funding, as some organisations were overly reliant on council funding.

Cllr R. Doney suggested the council set up a social fund to provide funding to organisations that helped the fabric of the town and provided a sense of community, and all other grants would be discretionary.

Members supported this idea and discussed how the council would determine if an organisation qualified for the social fund.

Cllr R. Smith suggested organisations could make a case for a grant from the social fund in their application, and if they qualified, they could be given higher priority in the grant allocation.

The town clerk said further discussions would need to take place about how the categories and qualifying criteria would work as some organisations could fall into either category. At this point, he said guidance was needed from members about the total grants' budget from 2020/21 onwards, which was currently at £130k. He said £25k could easily be cut from this budget due to the end of the council's grant commitment to the football club. As such, he suggested a total grants' budget of £80k.

Cllr Mrs M. Ellis said she didn't believe the budget should be reduced too significantly as it was not yet known how many organisations would require funding and the level of that funding. She said it may result in in-year funding requests because organisations were in dire need.

Cllr B. Larcombe suggested a contingency fund for in-year requests, but this was not agreed.

The town clerk said if the council intended to change the process, it needed to be implemented quickly as there were organisations currently receiving grants who needed to have a steer on future funding. He said the council should be in a position to approve grants by the middle of January 2020.

It was proposed by Cllr Mrs M. Ellis and seconded by Cllr D. Sarson to set the total amount of grants to local organisations in 2020/21, 2021/22, 2022/23, 2023/24 and 2024/25 at £100,000 per year.

This motion was not carried.

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to set the total amount of grants to local organisations in 2020/21, 2021/22, 2022/23, 2023/24 and 2024/25 at £80,000 per year.

It was agreed Cllr R. Doney would work with officers to develop proposals on the allocation of grants, to include a social fund and discretionary grants, with greater emphasis being put on match funding.

**19/48/SF Objectives 2020-2025**

Cllr Mrs M. Ellis said she felt the objectives should include looking for an alternative park and ride site to Charmouth Road as it was uncertain how long the existing site would be available. Members agreed with this.

Members discussed the precept and whether it should be held at the current level, increased, or withdrawn completely.

Cllr B. Larcombe believed the council should consider withdrawing the precept as the council shouldn't be imposing a tax on residents if it wasn't needed. He said an increase of 10%, for example, would generate a nominal sum for the council but would show as a huge percentage increase for taxpayers and create an adverse reaction.

Cllr Mrs M. Ellis said the council should start to gradually increase the precept so if services were passed down from Dorset Council (DC), the council wouldn't be forced to increase it by a significant amount to cover the cost of those services.

Cllr R. Doney said as the number of properties had increased in Lyme Regis, the effect of holding the precept meant the amount of tax on each property went down. He said if the precept was increased by 20%, for example, this would add an extra 12p a week on an average Band D property and generate £12k for the council, which could be used to provide grants to local organisations. He added that he didn't believe residents would complain if the council explained why it was implementing the increase.

Cllr Ms B. Bawden said she believed people should pay for local services, not just because the town council was likely to take on services from DC, but there were many other services the council provided and it was a matter of principle to contribute to the local community.

Cllr R. Smith asked if there was a cap on how much a town or parish council could increase the precept by.

The town clerk said there was currently no cap but this could be introduced at some point in time. He therefore suggested the council looked at increasing the precept now, as it might not have the freedom to do so in future.

Cllr J. Broom said many other town and parish councils increased their precept ahead of the transition to a unitary authority. He believed a cap would be introduced at some point, so the council should take the opportunity to increase the precept while it was still able to do so.

Members agreed if there was an increase, it should be for one year only, rather than planned increases over several years.

It was proposed by Cllr R. Smith and seconded by Cllr B. Larcombe to increase the precept for 2020/21 by an inflationary rate of 2.5%.

This motion was not carried.

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the precept for 2020/21 by 10%.

Members discussed the rest of the draft objectives and agreed an alternative site for park and ride should be added to the draft list.

Cllr R. Doney said the town bus was very important to elderly residents and said there had been requests for a Saturday service. As such, Cllr Mrs M. Ellis asked if costings could be obtained for a Saturday service.

Cllr Mrs M. Ellis was concerned members had not yet voted on the objectives before they were costed and before going out to public consultation.

The town clerk said there was another step in the process when members would be able to vote on individual objectives alongside estimated costs and public feedback. He said it would be straightforward to take objectives out at a later date, but he advised against adding in further objectives as it would mean a budget couldn't be produced by 8 January 2020 as planned.

Cllr Ms B. Bawden said other projects which had been passed on to the One Planet Working Group to progress would also come back to the council for approval and implementation.

Proposed by Cllr R. Smith and seconded by Cllr Miss K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the list of draft objectives for 2020-25, with the addition of pursuing an alternative park and ride site, to take forward to public consultation.

**19/49/SF      Filming Money – Expressions of Interest**

Members agreed to defer this item until the meeting on 17 December 2019.

**19/50/SF      Grant Funding Request**

Cllr Ms G. Stammers said she was unhappy with the way the request had been presented as it had been made so late.

Cllr Mrs M. Ellis said the council would usually ask for accounts and a constitution as part of a grant request, which had not been provided. She said she didn't agree with the directors paying themselves, especially as the positions hadn't been advertised and it was a community play. She added the Marine Theatre should be providing the venue for free, as the play was in celebration of the theatre.

There was general agreement with all these points.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** not to approve the request from performing societies in Lyme Regis for a grant towards the cost of a community play, 'Are you going to the Marine?'

**19/51/SF Exempt Business**

The town clerk gave an update on legal proceedings regarding the non-payment of cover charges by Largigi.

*The meeting closed at 11.35pm.*

DRAFT

## **AGENDA ITEM 6**

**Committee:** Strategy and Finance

**Date:** 18 December 2019

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 13 November 2019

### **Purpose of the Report**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

### **Recommendation**

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

### **Report**

#### **19/34/SF – Public Forum**

The email from Ruth Cohen, of B Sharp, referred to by the town clerk was included in the members' briefing on 22 November 2019.

#### **19/41/SF – Update Report**

On 14 November 2019, a meeting took place between the powerboat club, its valuer, the council's solicitor, the council's valuer and the town clerk to consider issues around the powerboat club's lease.

The outstanding issue remains the amount the council has set its charge at, £24,000. The valuers for the powerboat club and council were instructed to go away and consider this matter further.

#### **19/48/SF – Objectives 2020-25**

A Saturday service, run by the current service 71 operator Go South Coast (Damory), would cost around £10,000. This cost would need to be considered as part of discussions around the free town bus and future contract negotiations.

John Wright  
Town clerk  
December 2019

**Committee:** Strategy and Finance

**Date:** 18 December 2019

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Tourist information centre**

It was resolved by the Full Council on 20 November 2019 'to approve Dorset Council's request for an extension of its lease on the ground floor of the Guildhall Cottage up until 31 August 2020; the conditions of the extension are Dorset Council waive any claim it has for compensation under the Landlord and Tenant Act 1954, Dorset Council pay rent for the period of the extension, and Dorset Council meets any legal costs the town council incurs in granting an extension'.

The town clerk informed Dorset Council of this resolution on 28 November 2019.

**Blue Sea Café**

The works to the building are proceeding on programme and to budget. Completion is anticipated during the first week in January.

The selection panel met on 10 December 2019 to consider the preferred tenant and a verbal update will be given at the meeting.

John Wright  
Town clerk  
December 2019

**Committee:** Strategy and Finance

**Date:** 18 December 2019

**Title:** Internal Audit Report, Visit One 2019-20

**Purpose of Report**

To inform members of the outcome of the internal auditor's first visit for 2019-20 which took place on 25 September 2019 and 10 October 2019

**Recommendation**

Members note the internal auditor's report and the management responses

**Background**

1. This report was presented to the Strategy and Finance Committee on 13 November 2019. At that meeting members expressed concern about the size of the agenda and the time available to properly consider the report. The meeting agreed to recommend to Full Council 'to defer consideration of the internal auditor's report on visit one of 2019/20 to the next Strategy and Finance Committee meeting.' This recommendation was approved by resolution of the Full Council on 20 November 2019.
2. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
3. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
4. Darkin Miller was appointed as the council's internal auditors for the financial years 2015/16, 2016/17 and 2017/18 at the Full Council meeting on 22 July 2015.
5. Following a recommendation from this committee, on 13 December 2017 the Full Council appointed Darkin Miller as the council's internal auditor for a further two years, i.e. 2018/19 and 2019/20. The appointment of an internal auditor for 2020/21 and beyond is currently taking place.
6. The council normally engages Darkin Miller for up to eight days a year; this covers four audit visits which usually last for two days.

**Report**

7. Darkin Miller's report is attached, **appendix 8A**. The report contains 13 recommendations, four high, four medium and five low. The increase in number and rating of recommendations is largely a product of the absence of a permanent finance manager.
8. The internal auditor's comments and suggested management responses are detailed on the report.
9. There is one historic outstanding management action from a previous internal audit report:
  - 8.1 Copies of leases – The council intends to create electronic versions of all leases by 31 March 2018. This hasn't been completed; a completion date has been reset for 30 December 2019.
10. When a finance manager is appointed, the town clerk will undertake a review of all internal audit recommendations from 1 April 2019 and report any non-compliance with agreed management actions to this committee.
11. Any recommendations from this committee will be considered by the Full Council on 8 January 2020.

John Wright  
Town clerk  
December 2019

FINAL

Internal audit report 2019/20

Visit 1 of 4

# LYME REGIS TOWN COUNCIL

Date: 7<sup>th</sup> November 2019

Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto:r.darkin@darkinmiller.co.uk)

## Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 25<sup>th</sup> September 2019 and 10<sup>th</sup> October 2019.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as supplemented by the requirements of the 2018/19 AGAR.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

## Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2019/20 (which will be in May or June 2020) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Risk Management
3. Income
4. Bank Reconciliation
5. Exemption
6. Public Rights

## Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	4
Medium	4
Low	5
TOTAL	13

I would like to thank John Wright – Town Clerk, Michael Stainer – Interim Finance Manager, Naomi Cleal – Finance Assistant, and Adrienne Mullins – Administrative Officer for their assistance during this audit.

#### Auditor note

Note that the audit testing carried out at the first audit visit of 2019/20 identified that there are still a number of significant control weaknesses in the finance systems. The issues are related to the long term absence of the Finance Manager in 2018/19 (which reduced the finance complement from 1.45FTE to 0.45FTE for the best part of 8 months). Although a full time interim Finance Manager was in post since the start of the financial year 2019/20, this only brought the Finance team back up to full strength: there has been no additional resource put in place to enable the staff to bring systems back up to date, and there have been a number of competing demands which have prevented the complete posting and reconciliation of finance transactions to date.

The Interim Finance Manager, who was due to join the Council on a permanent basis, has since stepped down at the end of the interim contract. The Council is due to go out to recruit a permanent Finance Manager imminently.

As a result of the issues noted above, staff are still some weeks behind schedule as regards posting and reconciling all of the bank account transactions, reconciling customer and supplier accounts, and ensuring that the Council's accounts are up to date.

My testing indicates that work is being done to catch the figures up, and that there is a sensible plan to tackle the backlog, but the sheer volume of work means that it may not be possible to bring the accounts back up to date in a timely manner just using the current resources.

The RFO and Council need to consider how this matter should be resolved. A failure to bring the key controls up to date will mean that any budget monitoring information is likely to be delayed and may not be completely accurate, making management of the Council's budget during the year more difficult. Budget setting for 2020/21 will commence shortly, but an absence of timely information in relation to 2019/20 will impede that process. Delays to processing bank payments and receipts both increase the amount of time it takes to reconcile debtor and creditor accounts, increasing the time it takes to identify and take action on any issues with debt collection, and further tying staff up in dealing with creditors

who have overdue accounts and are threatening to stop supply or take legal action for the recovery of debts.

If these weaknesses persist until the end of the financial year, they are likely to result in a fail on the control areas of bank reconciliation, budget management and (potentially), income.

## Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
1.1 – Consider additional finance resource to bring accounts back up to date	<p>As noted above, a number of significant key financial controls are not up to date as a result of historic staff absence.</p> <p>I recommend that the Council considers whether additional temporary resources are required to enable all financial controls to be brought back up to date prior to the start of the budget-setting process.</p>	H	<p>An administrative assistant has been moved into the finance team for three days a week to speed up the processing of sales and purchase invoices.</p> <p>Two additional audit days have been commissioned for November 2019 to quantify back logs and identify areas of weakness and create a comprehensive work programme to ensure future compliance.</p> <p>Finance manager recruitment has commenced. An interview date of 13 November 2019 has been set for interviews for a six-month fixed term contract finance manager.</p>	<p>JW</p> <p>JW</p> <p>JW</p>	<p>28.10.19</p> <p>TBC</p> <p>Nov. 2019</p>

			Recruitment for a six-month fixed-term administrative assistant to support reception and provide additional support to the finance team has commenced. Interviews are scheduled for 14 November 2019.	JW	Nov.19
3.1 – Amend minutes	<p>I reviewed the minutes to confirm that no unusual financial activity was noted. I found that the first two pages of the minutes of the Council meeting on 15/05/19 were not signed, and that the minutes of that meeting refer to the adoption of the minutes of 05/05/19 (at minute 19/09/C). The earlier meeting in May was held on 01/05/19.</p> <p>I recommend that minute 19/09/C is updated, and that the two unsigned pages are signed in order to ensure that a complete and approved record of all council business is held.</p>	L	Agreed	AM	20.11 2019
5.1 – Coding of precept	I checked to see that the precept in the accounts agreed with that approved in last year's budget. The precept agreed was £120,708, which is paid in two equal instalments of £60,354. I found that the £60,354 receipt had been coded as a receipt	L	Agreed	AM	20.11.19

	<p>in advance on the Dorset Council debtor account, and that a separate £80k receipt had been coded to the precept code in error. The Interim Finance Manager has confirmed that the coding for both receipts will be amended to ensure that they are reported against the correct budget line.</p> <p>I recommend that the amendments are made as soon as possible, and that a detailed review of income codes is undertaken during the budget monitoring process in order to ensure that receipts have been correctly coded in the accounts.</p>		Agreed	NC	30.11.19
			Agreed	MG	31.01.20
5.2 – Clear suspense account	<p>I checked to see that income due to the council is being collected. As part of the review, I checked to see whether or not any bad debts had been written off in the year. I found that no debts had been written off, but that there is a balance of £25,670.69 on the suspense account as at 25/09/19. The suspense account is used to post receipts and payments that have gone into the bank account but where there is some query over allocation. They are posted to suspense temporarily pending investigation. Most of the balance relates to one £24k bounced cheque re Poultons, there are 14 uncleared items, and the oldest of the balances is 176 days (to 25/09/19).</p> <p>Items in suspense need to be investigated and</p>	M			

	<p>posted to the correct nominal code or debtor/creditor account as soon as possible in order to ensure that management accounts information, and the aged debtor and creditor reports are up to date. The Interim Finance Manager has confirmed that the suspense account will be cleared as soon as possible as part of the process of catching-up the finance system postings.</p> <p>I recommend that the suspense account is cleared as planned.</p>		Agreed	NC	30.11.19
5.3 – Worldpay debtor reconciliation	<p>During the year, the Council started to receive receipts made via Worldpay in relation to parking fines and amenities. Card machines are held at the Council's reception desk, the amenities hut and payments may also be made online. There are several timing differences in relation to Worldpay income which have made it difficult to reconcile, and as the balance is still relatively small (£1482 at the end of September 2019), the reconciliation has been deferred until the Council's main bank accounts are up to date. The balance is currently shown as a debtor on the balance sheet as they are a payment service provider (rather than a bank which holds deposits).</p> <p>I recommend that the account is reconciled as soon as possible in order to ensure that the</p>	M	Agreed	NC	31.01.20

	income received in relation to various Council services, and the end of period debtor, are correct.				
I checked to see that all income owed to the Council is being collected. As part of this process, I reviewed the Council's aged debt report as at 31/08/19, as compared to 31/08/18 (both excluding any future receipts). I found that whilst the profile of debt has improved significantly year on year (only 19.9% of the total debt of £195k is shown as older than 120 days, compared to 88% of £268k last year), there are still a significant number of issues within the debtor system. The main issues are noted below in separate recommendations.					
5.4 – Consider legal action in relation to overdue balances	<p>There are a number of balances which are 12-18 months old and which relate to charges raised on the Chalets. Some of the new Chalet tenants have still not paid the balance of the fees owing for the construction of the new Chalets, with £67k of debt still showing. One tenant insists that he has paid, but the funds do not appear to have been received in the Council's bank account. Two tenants are still disputing the amounts to be paid. Some tenants sub-let their chalets and so are generating income whilst still not having paid the amounts due to the Council.</p> <p>A number of Bowling Green hut licensees are disputing the amount owed followed the re-valuation of the chalets. £8.5k is still owed in relation to this debt.</p> <p>The Deputy Town Clerk has confirmed that he is in discussion with the Chalet owners and that, if necessary, legal action will be commenced before the end of the calendar year.</p>	H		Agreed. Officers believe the larger debts relating to new chalets will be settled shortly but legal action may be required	MG 31.12.19

	I recommend that legal action be taken to recover the debt at the earliest opportunity.		in relation to some of the smaller disputed debts.		
5.5 – Reconcile and merge WDDC and Dorset Council debtor accounts	<p>At the start of the financial year, West Dorset District Council ceased to exist as a separate legal entity. A new debtor account for Dorset Council was set up, but the balances owed/owing from the former West Dorset District Council have not been fully transferred across. The debtors' ledger currently has a net £39k credit balance across the two Council accounts, indicating that invoices need to be raised to the Dorset Council to be matched against receipts.</p> <p>I recommend that the two balances are reconciled and merged, and that any invoices due to be raised are raised, as soon as possible.</p>	M	Agreed	NC	31.01.20
5.6 – Reclassify receipt as debtor receipt	<p>A sales invoice was raised in relation to the payment of monies from a film company using the Council's property. The related receipt has been processed in error as a bank receipt (rather than a debtor receipt) which means that income and debtors are currently overstated by the receipt.</p> <p>I recommend that the bank receipt is recoded to be set against the debtor account.</p>	L	Agreed	NC	13.11.19
5.7 – Reconcile and post invoices	Monies received from Six Payment Services (re car park income on cards) and Just Park (car park income by phone) have been posted to debtors	H			

relating to car park income paid by card and mobile phone	<p>as receipts in advance, but the related invoices have not yet been processed. This means that the income has not been booked to the income &amp; expenditure account, and the related VAT has not yet been accounted for. Total receipts of £136k would give £113k of car park income and £22k VAT to be declared to the end of August 2019.</p> <p>I recommend that the invoices for both debtors are processed as soon as possible in order to ensure that the VAT liability has been correctly accounted for, and that the correct amount of income is shown in relation to the Council's car parks.</p>		Agreed	IFM	31.01.19
5.8 – Consider write off of small debtor balances	<p>There are a number of small overpayments and underpayments (less than 50p each) on several debtor accounts. If the balance is not likely to be cleared, these balances should be written off in order to ensure that the ledger is an accurate reflection of monies owed. The Council's Financial Regulations allow the Clerk to write off sums less than £250, which should be reported to the Council retrospectively (s9.3).</p> <p>I recommend that the RFO considers writing off small irrecoverable balances as permitted in the regulations.</p>	L	Agreed	JW	30.11.19

5.9 – Allocate receipts against invoices	<p>There are a number of receipts which have not been allocated against the related invoice in the debtor account. Allocation of the balance will clear it from the aged debt report, leaving only true debtor balances and making it easier to review aged debtors.</p> <p>I recommend that this process is carried out as soon as possible.</p>	L	Agreed	NC	31.01.19
9.1 – Bank reconciliation to be brought up to date	<p>I checked the bank reconciliation to confirm that there is a bank reconciliation for each account, which is done regularly and in a timely fashion, and that there are no unreconciled transactions, and that all investment balances are included. The testing of the bank reconciliations was carried out on 10/10/19, by which time I would ordinarily expect that all bank accounts which are updated during the year should be reconciled to the end of August 2019, and that the Council's two current accounts should be reconciled to the end of September 2019 (as these are the accounts which are usually monitored on a daily basis).</p> <p>I found that all major accounts (including the two current accounts, and those accounts with balances over £1k) have been reconciled up to the end of June 2019, but that there are retrospective differences of £3.8k and £6.2k on the two current accounts as between what the</p>	H			

	<p>reconciled cashbook balance was at the times the reconciliations were done, and what the trial balance (the list of all balances including the bank accounts) now show as at 30/06/19. These differences are likely to relate to items posted to the bank account (as payments or receipts which were dated prior to 30/06/19) which had not cleared the bank statement (and which should therefore form part of the list of unreconciled items at that date).</p> <p>The two Lloyds accounts have been reconciled to the end of July. The Natwest current account has been reconciled to the end of the first week in September, but I was unable to confirm this as the Trial Balance can only be printed to the month end. The Natwest Special Interest account has been reconciled to the end of September.</p> <p>All bank accounts should be reconciled promptly after the month end, in order to identify and act on any fraud or error. The process of reconciling the bank accounts is also integral to the production of accurate budget monitoring reports: only once all of the cash has been accounted for (and all balance sheet items reconciled) can the Council be confident that the figures that it is comparing to budget are accurate.</p>				
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	I recommend that the bank reconciliations are brought up to date as soon as possible.		Agreed. Catch up will not be immediate. By 31.03.20, the finance team target is to have bank reconciliation complete to 31.01.20.	NC	31.03.20
9.2 – Post bank interest received	<p>The statement balance for one of the fixed term deposit accounts does not agree to what is shown in the cashbook. The statement balance is £248.71 higher. This appears to relate to bank interest on the account which has not yet been posted to the finance system.</p> <p>I recommend that the bank interest is posted as soon as possible as part of the bank reconciliation process.</p>	L	Agreed	NC	30.11.19

**Committee:** Strategy and Finance

**Date:** 18 December 2019

**Title:** Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

**Purpose of Report**

To allow members to consider the town clerk's statement of internal control, the risk management policy and the annual risk assessment

**Recommendations**

- a) Members note the statement of internal control and the observations detailed in paragraphs 12 to 47 of this report
- b) Members approve the risk management policy, appendix 9A and the standard annual risk assessment, appendix 9B
- c) Members review the draft risk register, appendix 9C, and propose amendments to the risk register which will then be considered by the Full Council on 8 January 2020

**Background**

- 1. This report was scheduled for consideration by this committee on 13 November 2019. Members felt this item should be deferred to the next meeting of this committee to allow proper consideration.
- 2. On 18 September 2013, the Strategy and Policy Committee considered an internal control policy and a risk management policy. Both policies were approved by Full Council on 9 October 2013.
- 3. The advice on compiling risk assessments has changed: up until 2015, the external auditor advised risk assessments had to be produced by the council.
- 4. Following the issuing of the Accounts and Audit Regulations 2015, the advice issued by the external auditor indicates risk assessments can be prepared by the clerk or a committee, provided delegated authority has been approved by the Full Council: the assessment then must be reported to the Full Council<sup>1</sup>.
- 5. On 2 November 2016, the Full Council resolved, 'to delegate completion of the risk assessment in future years and the risk register to the Strategy and Finance committee and the town clerk.'

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<sup>1</sup> Accounts and Audit Regulations 2015, regulation 6

6. The draft risk assessment on this agenda has been prepared by officers: this committee is invited to comment and amend the draft risk assessment which will then be considered in its final form by the Full Council on 20 November 2019.

**Statement of internal control**

7. The statement of internal control allows the council to satisfy itself there is sufficient evidence to confirm there are appropriate systems of internal control and that they are operational. This statement of internal control isn't part of the Annual Governance Review, it's a separate but complementary exercise which allows members to reflect on the adequacy of its systems and processes and to review what's going well and what's not going so well.
8. Internal control provides reasonable, not absolute, assurance that the objectives of an organisation will be met. The concept of reasonable assurance implies a high degree of assurance, constrained by the costs and benefits of establishing incremental control procedures.
9. At its most basic level, internal control should establish that an organisation produces reliable financial reporting and substantially complies with the laws and regulations that apply to it.
10. At a more advanced level, it should measure the extent to which an organisation achieves its strategic and operational objectives: achievement towards these objectives is dependent on other factors such as the impact of events and capacity.
11. The statement of internal control policy identifies five areas that should be subject to assessment: control environment, risk assessment, information and communication systems and processes, control activities and monitoring processes. The policy also identifies 13 measurements of effectiveness.
12. Overall, I believe the town council has sufficient internal controls to allow it to achieve its objectives and undertake its business. However, there are weaknesses particularly around financial controls, timely processing of invoices and bank reconciliations. These issues have been identified by the internal auditor and are detailed elsewhere on this agenda, along with agreed actions.

**Control Environment**

13. This assesses the integrity, competence and attitude of an organisation. This is assessed as good.
14. The integrity of the council is generally good. Previous concerns about breaches in confidentiality have reduced significantly.
15. The competence of employees and councillors is high. The competence of employees is supported by their varied experience and qualifications. As well as the town clerk, the administrative officer is CiLCA qualified. In addition, the

## AGENDA ITEM 9

council is supporting employees to gain additional qualifications; most recently, the council approved level 4 and 5 qualifications in accountancy and human resources management for the finance assistant and administration officer, respectively.

16. The attitude of the organisation improved significantly in 2015. However, from late 2016 to May 2019 there was a significant deterioration: most noticeably, personal conflict between some members transgressed policy differences and had become evident in council chamber debate. This impaired good decision-making and damaged the council's image and reputation. Since May 2019, there has been a marked reduction in personal conflict and the attitude of the organisation has improved significantly.
17. At times there is a preoccupation with detail and history, and debate can drift from subject matter but, by-and-large, the council and its committees retain the ability to concentrate on the 'bigger picture', core policy objectives, and business priorities.
18. Members have undertaken a significant amount of training since May 2019 and this places the council in a strong position for achieving the Gold standard of the Local Council Award Scheme.
19. Locally, the town council's reputation, which has in the past been damaged by member disagreement, has improved.
20. Member-officer relations have improved.
21. In the past, members have made decisions without thinking through the implications of those decisions. As a consequence, a significant amount of member and officer time has been spent managing the consequences of those decisions. This currently isn't an issue, but members need to remain mindful of the implications of the decisions they make.
22. Similarly, having invested a significant amount of time developing agreed objectives, some members and officers have added issues to the 'to do' list during the year. To some extent this is inevitable, but there's a 'tipping point' where new issues begin to push aside agreed objectives, core business activities and reduce the time set aside for responding to unforeseen events. In addition, they have an adverse impact on the council's budget. Moving forward, members and officers need to be mindful of this.
23. Inevitably, the views of 14 independent members will be disparate but, occasionally, comments made go against the grain of what the council is trying to achieve and sometimes translate into negative headlines about the council and the town. On occasions, some members appear to want to embarrass the council and its officers.
24. There are officer failings, too. In particular, these relate to financial controls, timely processing of invoices and delays in undertaking bank reconciliations.

25. In isolation, none of these observations are critical to the well-being of this council. However, the permanent appointment of a finance manager, stronger financial control and reporting, and the timely processing of invoices and bank reconciliations must remain under review until a steady state is achieved.
26. To a greater or lesser extent, the observations I have cited are not unique to Lyme Regis Town Council. The issue which is critical for any organisation is the extent to which it recognises its shortcomings, commits itself to doing something about it and then follows through with actions.

### **Risk Assessment**

27. On 9 October 2013, the council adopted a risk management policy which it reviews annually.
28. In addition to the historical risk assessment, **appendix 9B**, that covered financial management, physical assets, insurance cover, legal responsibilities and data and document control, the council's risk management policy now includes headings such as reputational risk.
29. Officers have developed a risk register, **appendix 9C**, which numerically quantifies the probability and impact of risks against the 13 headings detailed in the risk management policy. The risk register also details the mitigation applied to each identified risk.

### **Information and Communication systems and processes**

30. This assesses the capture and exchange of relevant information. This works reasonably effectively.
31. Relevant information is captured from: national and local organisations, national and professional bodies, e.g. the National Association of Local Councils, Dorset Association of Parish and Town Councils, the Society of Local Council Clerks; other statutory bodies and partners; Dorset Council; the 'trade' press; and training courses.
32. Information which requires consideration or decision is reported to the Full Council or its committees. The Full Council and its committees are informed of progress on issues they have considered by matters arising and update reports and through a weekly briefing. The weekly briefing also informs members of other matters that don't warrant reports to the Full Council or its committees.
33. The new council website has improved public information.
34. The council uses social media to convey information.
35. The council consults with the public on its objectives. In 2019, the council will use Lyme Voice to assess the public's views on its objectives.

36. The council reviews its public relations and communications' policy annually and has recently introduced a social media policy. In 2018, the council took a column in Lyme Online to promote its activities.

**Control Activities**

37. These are the policies and procedures to manage the council's business. These are comprehensive and fit-for-purpose but compliance with some of the council's financial policies and procedures is currently weak.
38. Having said this, for 2018/19, the council received an unqualified external audit.
39. Control weaknesses around health and safety have strengthened significantly since the appointment of the current operations manager. A health and safety committee meets regularly, a consultant was appointed to review the council's health and safety arrangements and an action plan is in the process of being implemented and reviewed. In addition, a new health and safety policy was approved in May 2018.
40. Achieving health and safety compliance is a priority for the council's operations manager; the council's operations manager holds a health and safety qualification.

**Monitoring Processes**

41. These are the systems that provide and measure the quality of information. Developing information systems, transforming data into information and analysis are expensive and time-consuming activities. The council's systems cover key activities.
42. Robust systems are in place to capture volume and value information on the council's key income activities: car parking; chalet, caravan and day hut bookings, weddings, and room hire. However, the absence of a permanent finance manager has highlighted an obvious weakness; although the data is held, it is principally accessed by one employee. Moving forward, the finance assistant will develop skills in these areas as the post morphs into an assistant finance manager.
43. Systems are in place for timely and accurate monthly management accounts and systems are in place to capture complaints. Again, the absence of a permanent finance manager highlights the obvious weakness, i.e., data and information is principally accessed by one employee.
44. The council produces financial and performance information commensurate to its size but its reliance on one individual is clearly a weakness. Although many finance functions are taking place as normal, the production of management accounts, financial modelling, performance analysis, treasury management and HMRC liaison sit with the finance manager. The absence of a permanent

finance manager has inevitably created extra work for the finance assistant and delayed the routine processing of invoices and the timely completion of bank reconciliations.

45. Here lies the dilemma: unless others undertake these functions regularly, they won't be able to substitute for the absence of a finance manager; if others undertake these tasks, they're not doing their job and, of course, the higher-level functions are what determines the finance manager's salary grade.
46. Bringing in people with the required skills in Lyme Regis at short notice is difficult.

### **Risk Management Policy**

47. On 9 October 2013, the council agreed to review its risk management policy in September each year. No policy changes are proposed, **appendix 9A**.

### **What are the main risks the council is exposed to?**

48. The draft risk register has been scored by officers and is presented at **appendix 9C**. Some of the highest risks, i.e., those with a score of 15+ are similar to previous years and centre around the financial pressures faced by Dorset Council. In addition, finance related risks are now scored higher to reflect the impact of the continued absence of a permanent finance manager.
49. Members are asked to consider the risk register and propose amendments to it.
50. Any recommendations from this committee will be considered by the Full Council on 8 January 2020.

John Wright  
Town clerk  
December 2019

## **Risk Management Policy**

### **Background**

1. Risk management is detailed in paragraphs 17.1 and 17.2 of the Town Council's Financial Regulations:
  - 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
  - 17.2 When considering any new activity the Clerk/RFO shall prepare a draft risk management assessment including risk management proposals for consideration and adoption by the Council.

### **Policy**

2. For the purpose of this policy, risk is defined as any thing that has a material impact on delivering the council's objectives, including the delivery of its day-to-day services.
3. The council will review its risk management policy and consider the risks posed to the organisation as part of a broader framework of internal control.
4. Alongside risk assessment, the internal control framework will consider the control environment, information & communication systems & processes, control activities, and monitoring processes.
5. The council will consider risks against the following heading:
  - Political – our ability to deliver local or central government policy
  - Governance – the appropriateness of structures and functionality, a clear scheme of delegation, clear objectives and priorities
  - Financial – our ability to meet our financial commitments, internal and external audit requirements, project and financial exposures
  - Social – our ability to deliver our policy commitments and adapt to demographic, residential, social or economic trends
  - Legal – our ability to meet legislative and regulatory requirements
  - Technological – our ability to make the best use of technology and adapt to a changing environment

- Environmental – our ability to comply with statutory requirements and best practice
  - Partnership – our ability to maximise benefits to the council by developing long-term working relationships with partners
  - Contractual – procurement policies, clear specification, strong cost control, robust contract administration and site supervision
  - Human Resources – staff competence and development, capacity, commitment
  - Operational – service delivery, complaints' management, compliance with performance standards
  - Health & Safety – fire, security, accident prevention, lone working
  - Reputational – issues that adversely affect the council's reputation in the town and with those that we work with
6. A risk register will be established using these headings. Any risks that occur will be added to the register when they occur and if those risks are material, they will be reported to the council's Strategy and Policy Committee.
7. The risk register will:
- categorise the combined impact and probability of risks as high, medium or low using a numerical score for each category of 1-5, i.e., a maximum total score of 25 can be achieved. Scores 1-8 will be assessed as low risk, scores 9-14 will be assessed as medium risk, and scores 15-25 will be assessed as high risk
  - the probability of a risk occurring will be applied to a three-year timeframe
  - detail the controls that are in place to mitigate against risks, including any improvements that are required to further mitigate against historic risks
8. The risk register will be reviewed by the town clerk every three months.
9. An annual risk assessment, alongside a statement of internal control, will be reported to the council's Strategy and Policy Committee in September each year. Any actions requiring budget approval will be considered as part for the forthcoming year's budget setting process. From September 2015 onwards, the Strategy and Finance Committee will also consider an interim risk assessment report in March each year. Both reports will consider risks with a score of 15 or more.

**Review**

10. This policy will be reviewed in November 2020.

John Wright  
Town clerk  
November 2019

## APPENDIX 9B

### LYME REGIS TOWN COUNCIL

#### RISK ASSESSMENT 2019/20

RISK	Impact	Probability	Overall Score	CONTROL (and agreed improvements)
Protection of physical assets	4	2	8	Buildings, contents, machinery and vehicles insured. Revaluation of rebuilding cost periodically to a frequency advised by insurers.
Security of buildings, equipment	3	2	6	Alarms on guildhall and council offices, also cemetery workshop/store, amenity hut, Jubilee Pavilion and external works' depot. Contents insured.
Maintenance of buildings	4	2	8	Buildings currently maintained according to planned maintenance programme. Annual inspection of electrical and safety equipment. Asset management strategy to be developed 2018/19.
Financial management	4	<del>2</del> <u>4</u>	<del>8</del> <u>16</u>	RFO appointed with specified duties. Financial regulations adopted and reviewed regularly.
Banking	5	<del>4</del> <u>2</u>	<del>5</del> <u>10</u>	Non-speculative investment policy agreed with priority given to protecting the security of deposits. Arlingclose appointed as treasury advisors. Schedule of all investments and cash holdings reported to each Strategy and Finance Committee meeting as well as all loans.
Risk of consequential loss of income	4	<del>2</del> <u>3</u>	<del>8</del> <u>12</u>	Insurance cover. Sum insured £100,000 p.a. for 24 months to cover loss of income and relocating office.
Loss of cash through theft or dishonesty	3	2	6	Minimal petty cash and floats. Fidelity Guarantee insurance in place, currently £1million to cover all liquid assets. Receipts issued. Amenity staff handle substantial amounts of cash through a till. Checked against ticket records daily by finance team with cash sheets and till rolls checked daily. All other monies banked promptly or held overnight in a safe.
Expenditure controlled	3	2	6	Competitive tendering procedures in place. All invoices certified by RFO or delegated officers. Monthly payment schedule prepared by finance manager and submitted to Full Council or Strategy and Finance Committee. All cheques signed by two members of council. Electronic banking requires PIN

## APPENDIX 9B

				entry by two designated authorising officers. Internal and external audit. Pay levels fixed according to national agreements and reviewed annually by council.
Comply with Customs and Excise regulations	4	23	812	Subscribe to CIPFA VAT Reference Manual. VAT quarterly reconciliation payments and claims by finance manager. Internal and external auditor scrutiny.
Sound budgeting to underlie annual precept	3	34	912	The town council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure and income against budget reported to four meetings of Strategy and Finance Committee and internally to the management team monthly.
Financial records	34	24	616	Electronic financial management system in place. Purchase, sales ledger and payroll in place. Regular reconciliation of each bank account. Timely production of annual financial statements and monthly reports.
Maximise income	3	23	69	Professional valuations of commercial rents. Annual review of all charges. Prompt invoicing and follow up procedures. Clear write-off procedure. Tendering procedure for concessions.
Comply with borrowing restrictions	3	1	3	Borrowing approval obtained from DCLG in relation to major projects.
Risk to third party, property or individuals	3	3	9	Insurance in place. Open spaces checked regularly. In-house survey of all council-owned trees by an appointed and suitably trained member of staff.
Legal liability as consequence of asset ownership (especially burial ground and playgrounds)	4	3	12	Insurance in place. H&S audits annually. Weekly checks of playgrounds. Written records kept. Annual inspections by independent body registered under RPII (Registered Playground Inspectors International). Topple testing carried out annually on memorials.
Comply with employment law	3	2	6	Membership of various national and regional advisory bodies. Professional legal advice taken when required.
Comply with Inland Revenue requirements	3	2	6	Regular advice from Inland Revenue and support from Sage, internal audit engaged on a three-year contract and external audit engaged annually.
Safety of staff and visitors	3	2	6	Full protective clothing and equipment provided and worn. Lone workers issued with mobile phones. Locked counter in council office reception.

## APPENDIX 9B

					Minimum two staff when open to the public. Regular H&S risk assessment checks of guildhall, particularly before public events.
Ensuring activities are within legal powers	4	2	8		Clerk clarifies legal position on any new proposal. Further professional legal advice sought where necessary.
Motor vehicles	3	2	6		Insured.
Proper and timely reporting via the minutes	3	1	3		Council meets six-weekly and receives the reports and considers the recommendations of committee meetings held in the interim. Minutes verified at the next meeting of each body and signed by the chairman as a correct record. Prompt publication of the minutes via the website, where possible, and availability at the council offices.
Proper document control	3	4	12		Original leases and legal documents in town council office. Secure fire-resistant storage. Other data storage to comply with Data Protection Act. Microfilmed deed storage. Electronic storage of new documentation to be pursued.
Security of data	3	3	9		Back-up of all systems carried out off-site.
Continuity cover in the absence of key staff	34	34	916		Step-by-step guidance documented on all financial procedures. Continuity training of other staff implemented.
Register of interests maintained. Gifts and hospitality declared.	4	1	4		Register of interests completed. Gifts and hospitality registered. Standing orders adopted and reviewed regularly.

## Governance

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Retaining General Power of Competence	1	<u>21</u>	<u>21</u>	Two CILCA- qualified employees Member can be elected through by-election Eligible members increased from 10 to 11
Member-member relationships	4	<u>32</u>	<u>428</u>	Code of conduct
Competency and understanding	<u>43</u>	<u>21</u>	<u>83</u>	Some training undertaken
Compliance with policies and procedures	5	<u>23</u>	<u>4015</u>	Training undertaken Internal and external audit
Complying with objectives (deviation from)	2	4	8	Corporate plan – annual and mid-year review Annual report to electors Committee review
Conflict between personal/council interests	3	3	9	Code of conduct PR/comms policy and procedure Social media policy Declaration of non-pecuniary interests
Adhering to the transparency code	2	<u>54</u>	10	Further investment in a new town council website is required Relevant documentation being compiled

Political

Risk	Impact	Probability	Overall Score	Mitigation and control measures
<del>WDDC service reviews</del>	<del>3</del>	<del>5</del>	<del>15</del>	<del>Discussions ongoing with WDDC</del>
Dorset Council – uncertainty around key services in the town	4	5	20	Council can identify budgets for some services. Holding additional monies above reserve. Monitoring decision-making closely
Adverse <del>political</del> relationships with other authorities	3	<del>23</del>	<del>69</del>	Regular meeting with a <del>WDDC strategic director</del> <u>DC chief executive</u> . Meetings with neighbouring local councils. <u>Monthly meetings with DC ward member.</u>

# Financial

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Compliance with systems, policies and procedures	5	<del>2</del> <u>3</u>	<del>10</del> <u>15</u>	Policies and procedures in place Internal audit Regular reports and monitoring External audit
Impact of <u>DC</u> <del>principal authority service</del> reviews and cuts	<del>3</del> <u>4</u>	5	<del>15</del> <u>20</u>	Ongoing discussions with <del>WDDC</del>
Performing to budget, including income interruption	4	<del>3</del> <u>4</u>	<del>13</del> <u>16</u>	Regular financial reports Policies and procedures in place
Significant fraud or theft	5	1	5	Internal audit Policies and procedures in place
Age of assets	<del>2</del> <u>4</u>	<del>3</del> <u>4</u>	<del>6</del> <u>16</u>	Asset register Fixed asset policy Asset management policy to be developed
Minor fraud or theft	1	2	2	Internal audit policies and procedures in place

## Operational

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Disaster response	5	1	5	Emergency procedure in place (review autumn 2018) Other organisations are principal responders
Growth and capacity	3	<del>4</del> <u>3</u>	9	Seafront attendant, lengthsmen and works supervisor posts created Seasonal enforcement officer post created
Lack of out-of-hours cover	<del>3</del> <u>2</u>	4	<del>12</del> <u>8</u>	New appointments and seasonal posts increase cover Alarm systems automatically contact managers One manager on duty for major events
Business continuity	5	<del>2</del> <u>4</u>	<del>10</del> <u>20</u>	Remote back-up Mobile phones Home-working options New IT systems implemented New phones installed
Security of buildings	2	2	4	CCTV – system is <del>being</del> upgraded <del>and/or added to</del> Alarms upgraded
Asset management	<del>2</del> <u>4</u>	<del>1</del> <u>2</u>	<del>2</del> <u>8</u>	Asset management strategy to be developed in 2018/19
Events on council land	4	<del>1</del> <u>2</u>	<del>5</del> <u>8</u>	Control plans in place Meetings with events' organisers Liaison with local police and fire and rescue New events' police and procedure in place New template event management plan in place
Non-continued operation of park and ride	4	3	12	<del>Consultants instructed to carry out traffic survey, to incorporate Sidmouth Road park and ride</del> Charmouth Road park and ride extended opening dates

## Social

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of community engagement and not understanding what the community wants	3	3	9	New ways of engagement, i.e. Lyme Voice Facebook and Twitter pages now live Community engagement policy to be introduced
Social media	<del>2</del> 3	4	<del>8</del> 12	PR/comms policy and procedure Social media policy Code of conduct
Adverse publicity	<del>2</del> 3	4	<del>8</del> 12	Press releases Use of town council Facebook and Twitter and website PR/comms policy and procedure Social media policy Newspaper column

## Legal

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Ability to understand and keep up with legislation	4	2	8	Member of professional organisations, i.e. NALC, DAPTC, SLCC, clerks' meetings Internal auditor Regular meetings with solicitors
Inability to defend a legal action	5	1	5	Policies and procedures in place Sensitive issues reviewed with solicitor and legal advice taken

## ICT

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of in-house expertise	2	4	8	Support packages from various external bodies Contract with DCC
Websites and related infrastructure	2	4 <sub>3</sub>	8 <sub>12</sub>	Local support available Working with existing partners New town council website to be developed

## Environmental

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Major land stability issues	5	2	10	Ground monitoring Geotechnical engineer Regular geotechnical reports
Flood risk	3	2	6	Flood risk warnings Flood risk plan
Extreme weather	5	1	5	Emergency procedure New emergency weather plan for Monmouth Beach

## Partnerships

Risk	Impact	Probability	Overall Score	Mitigation and control measures
WBDC	2	3	6	Ongoing discussions Good relationship with ward members
DCC	23	34	612	Good relationship with ward member DC has established member and officer discussions
LRDT	1	3	3	Bi-monthly meetings to be held Member & officer attend LRDT property management committee
LymeForward	2	3	6	Working together on joint projects Grant agreement strengthened to include project delivery Monthly meetings take place with co-ordinator
Business community	3	4	12	LymeForward trying to establish a business forum
Major grant recipients	32	24	68	Grant agreements in place Review meetings Reporting arrangements to council committees
Cross-border	3	3	9	Some dialogue taking place with Uplyme Meetings to be arranged with coastal towns and parishes
Coastal Communities Team	2	2	4	Attendance at steering group meetings needs to be strengthened Reporting arrangements through TCP

## Human Resources

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Compliance with systems, policies and procedures	4	2	8	Policies and procedures included in new staff handbooks and referred to in new contracts
Lack of HR expertise	4	2	8	Legal advice available if needed, i.e. NALC, solicitor, Local Government Association HR consultants interviewed and appointment to be made
Morale	3	43	429	Regular team meetings Closing office on Tuesday mornings Staff social events
Retention and recruitment	2	3	6	Review of pay and conditions in 2013 Investing in training Timely recruitment Competitive rates of pay and annual pay reviews
Capacity	3	4	12	Forecast Number of issues indicated and consequences of actions

## Contractual

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Relationships with local contractors	4	23	812	Officers try and maintain good working relationships with contractors Contractual controls
Failure to comply with procurement policies and procedures	3	34	912	Standing orders and financial regulations include sections on procurement

## Health and safety

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of expertise	5	1	5	Operations manager holds health and safety qualification Support from consultants and professional bodies
Compliance with systems, policies and procedures	4	32	428	New health and safety policy Health and safety panel established Adhering to systems in place Health and safety audits
Lone working	5	1	5	Policy for amenities staff on cash handling Enforcement officers issued with cameras Security company collect cash Mobile phones issued

Reputational

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Negative council image	4	4	16	Delivery of major projects Publishing of corporate plan Annual report to electors Newspaper column
Confidentiality	3	4 <del>2</del>	4 <del>2</del> <del>6</del>	Code of conduct

**Committee:** Strategy and Finance

**Date:** 18 December 2019

**Title:** Objectives 2020-25 – Public Feedback

**Purpose of Report**

To inform members of the results of the public consultation exercise

**Recommendation**

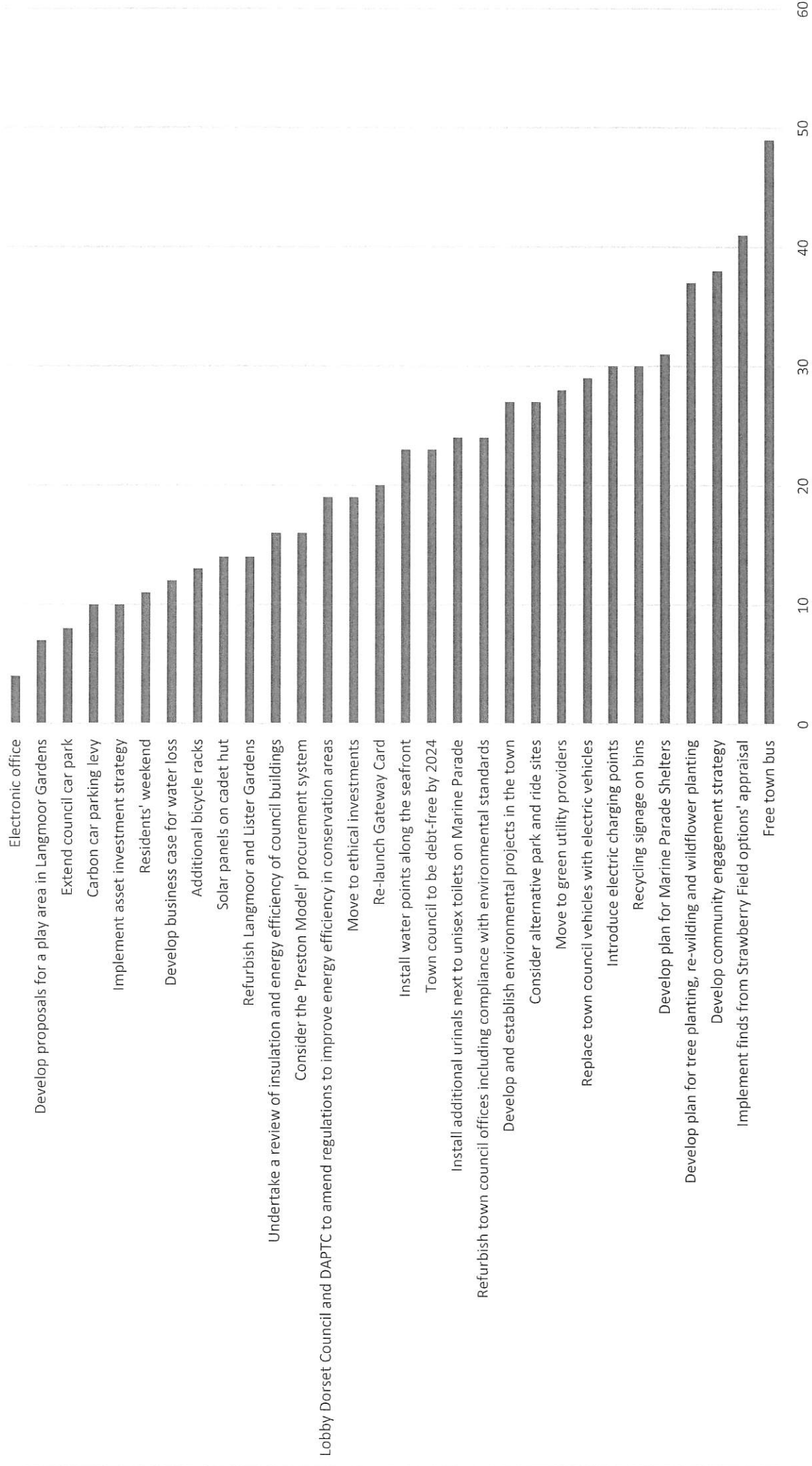
Members consider the results of the public consultation exercises

**Background**

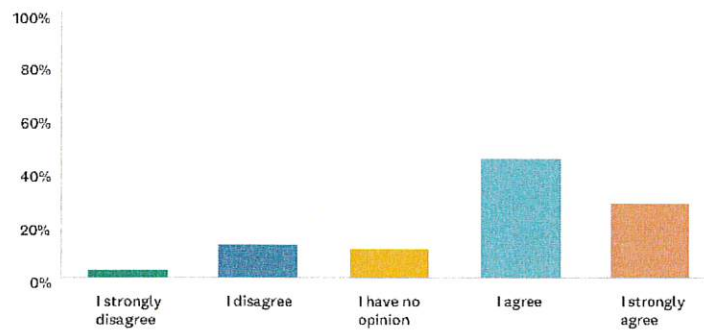
1. The consultation on the council's proposed objectives for 2020-25 included an open event at the Woodmead Halls on 21 November 2019 and a Lyme Voice survey.
2. Around 40 people attended the open event and 137 responses were received through Lyme Voice.
3. Attached are the results of the public consultation exercises, as follows:
  - Indications of support from the open event, **appendix 10A**
  - Indications of support from Lyme Voice, **appendix 10B**
  - Summary of other issues raised at the open event, **appendix 10C**
  - Summary of other issues raised from Lyme Voice, **appendix 10D**
4. The full results will be provided to members separately.
5. Any recommendations from this committee will be considered by the Full Council on 8 January 2020.

John Wright  
Town clerk  
December 2019

## Feedback from public consultation event



### Free town bus



## ANSWER CHOICES

I strongly disagree

## RESPONSES

2.96%

4

I disagree

12.59%

17

I have no opinion

11.11%

15

I agree

45.19%

61

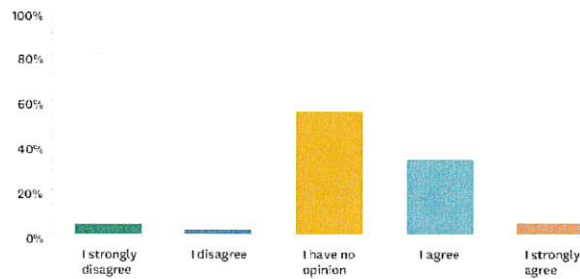
I strongly agree

28.15%

38

Total Respondents: 135

### Implement findings from Strawberry Field options' appraisal



## ANSWER CHOICES

I strongly disagree

## RESPONSES

4.48%

6

I disagree

2.24%

3

I have no opinion

54.48%

73

I agree

33.58%

45

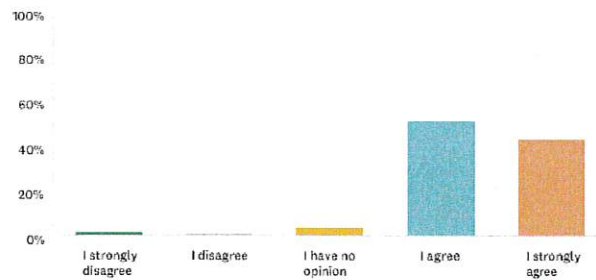
I strongly agree

5.22%

7

Total Respondents: 134

### Develop a community engagement strategy



## ANSWER CHOICES

I strongly disagree

## RESPONSES

1.48%

2

I disagree

0.74%

1

I have no opinion

3.70%

5

I agree

51.11%

69

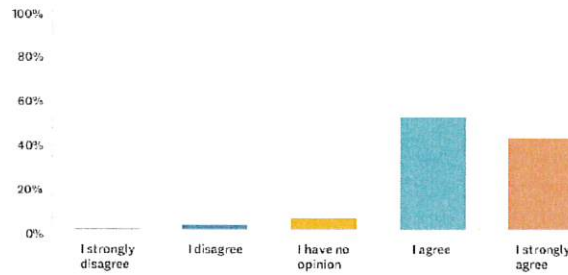
I strongly agree

42.96%

58

Total Respondents: 135

## Develop a plan for tree planting, re-wilding and wildflower planting in LRTC green spaces



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

0.74%

2.22%

5.19%

51.11%

41.48%

1

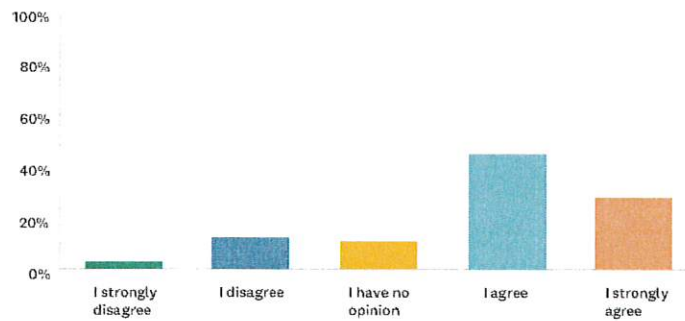
3

7

69

56

## Develop plans for the Marine Parade Shelters



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

2.96%

12.59%

11.11%

45.19%

28.15%

4

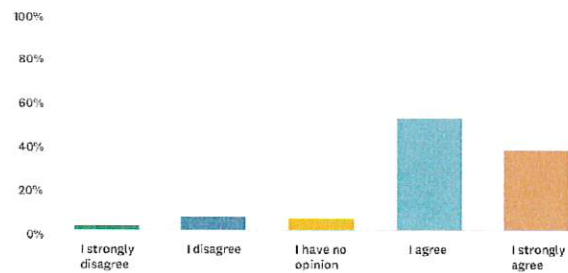
17

15

61

38

## Recycling signage on bins



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

2.22%

5.93%

5.19%

51.11%

36.30%

3

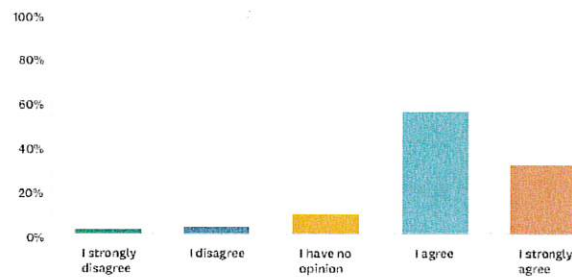
8

7

69

49

## Introduce electric vehicle charging points



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 136

## RESPONSES

2.21%

2.94%

8.82%

55.15%

30.88%

3

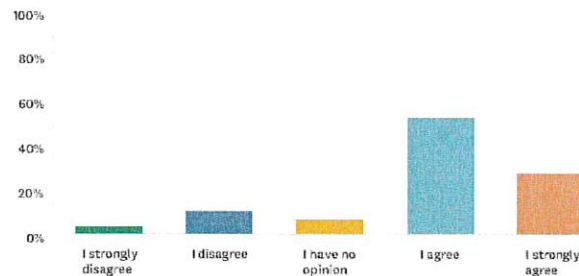
4

12

75

42

## Replace town council vehicles with electric vehicles



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

3.70%

10.37%

6.67%

51.85%

27.41%

5

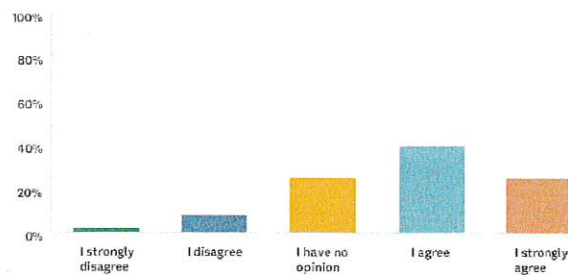
14

9

70

37

## Move to green utility providers



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 136

## RESPONSES

2.21%

8.09%

25.00%

39.71%

25.00%

3

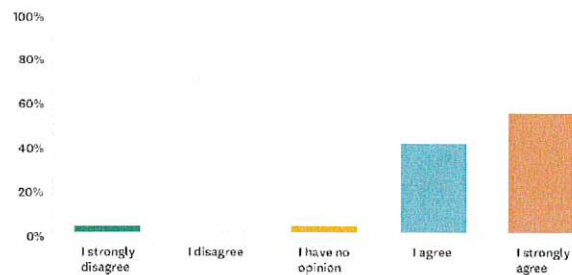
11

34

54

34

## Consider alternative park and ride sites



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

2.96%

0.00%

2.96%

40.00%

54.07%

4

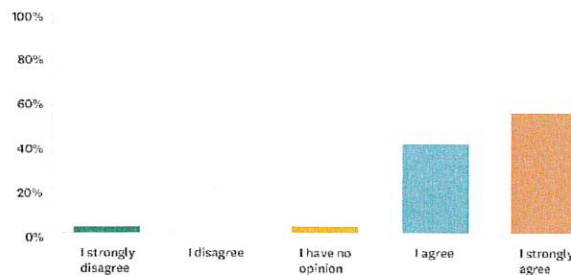
0

4

54

73

## Develop and establish environmental projects in the town



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

2.96%

0.00%

2.96%

40.00%

54.07%

4

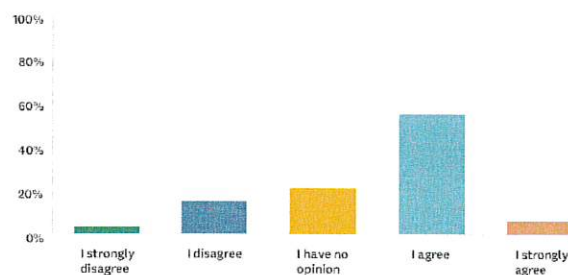
0

4

54

73

## Refurbish the town council offices including compliance with environmental standards



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 134

## RESPONSES

3.73%

14.93%

20.90%

54.48%

5.97%

5

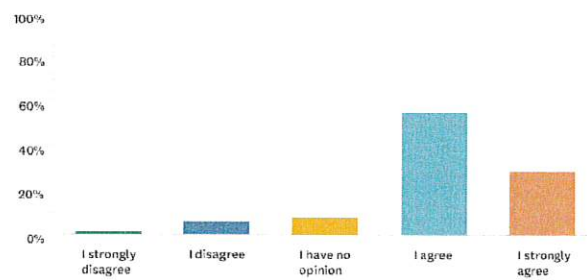
20

28

73

8

## Install additional urinals next to the toilets on Marine Parade



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

1.48%

5.93%

8.15%

55.56%

28.89%

2

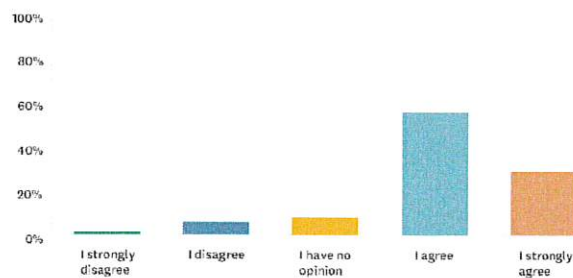
8

11

75

39

## Town council to be debt-free by 2024



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

1.48%

5.93%

8.15%

55.56%

28.89%

2

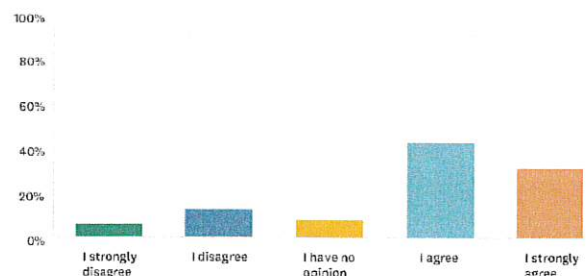
8

11

75

39

## Install water points along the seafront



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 136

## RESPONSES

5.88%

12.50%

8.09%

42.65%

30.88%

8

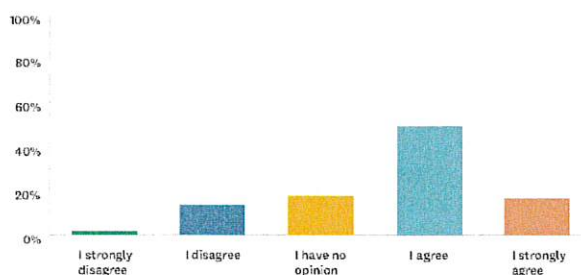
17

11

58

42

## Re-launch the Gateway Card



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

2.22%

14.07%

17.78%

49.63%

17.04%

3

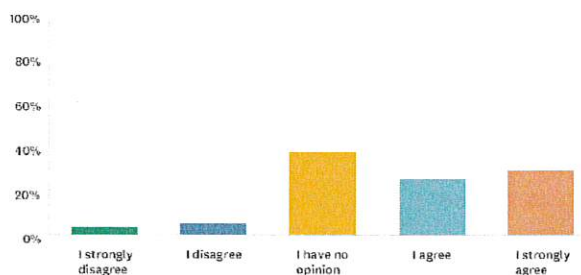
19

24

67

23

## Move to ethical investments



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 83

## RESPONSES

3.61%

4.82%

37.35%

25.30%

28.92%

3

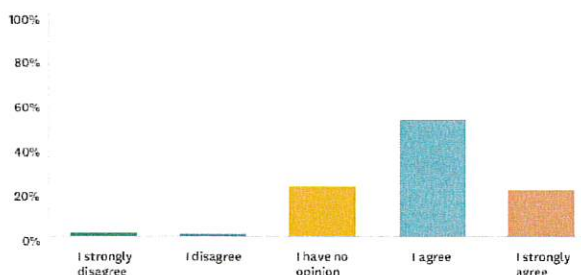
4

31

21

24

## Lobby Dorset Council and DAPTC to amend regulations to improve energy efficiency in conservation areas



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 134

## RESPONSES

2.24%

1.49%

22.39%

52.99%

20.90%

3

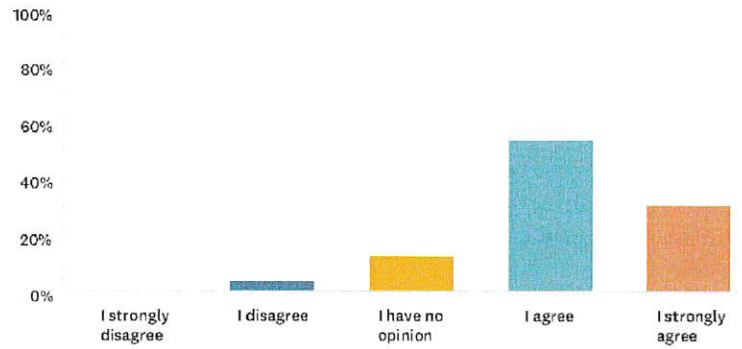
2

30

71

28

### Consider the 'Preston Model' procurement system



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

0.00%

0

3.70%

5

12.59%

17

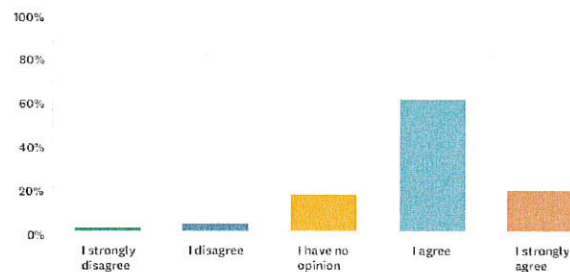
53.33%

72

30.37%

41

### Undertake a review of insulation and energy efficiency of council buildings



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

1.48%

2

3.70%

5

16.30%

22

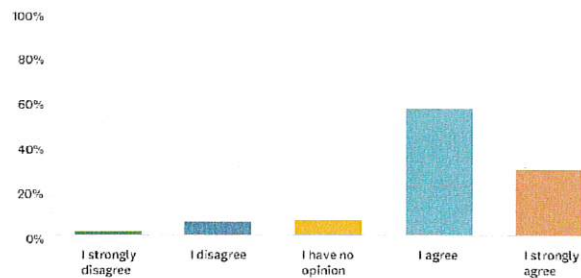
60.00%

81

18.52%

25

### Refurbish Langmoor and Lister Gardens



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 136

## RESPONSES

1.47%

2

5.88%

8

6.62%

9

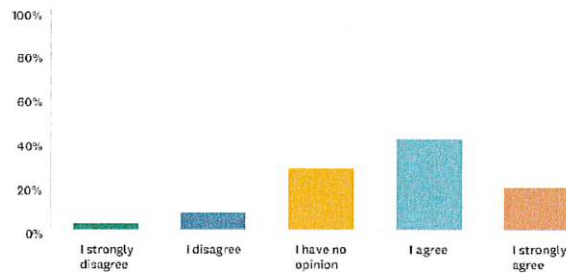
56.62%

77

29.41%

40

### Solar panels to be fitted on the cadet hut



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

2.96%

8.15%

28.15%

41.48%

19.26%

4

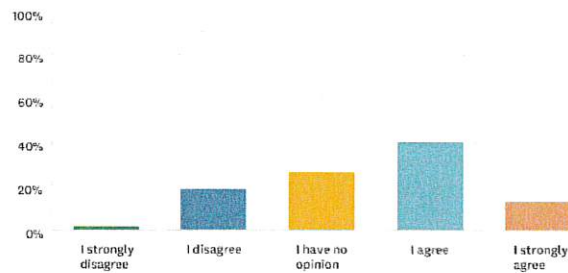
11

38

56

26

### Additional bike racks to be installed near Cobb Gate, Monmouth Beach and other locations



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 136

## RESPONSES

1.47%

18.38%

26.47%

40.44%

13.24%

2

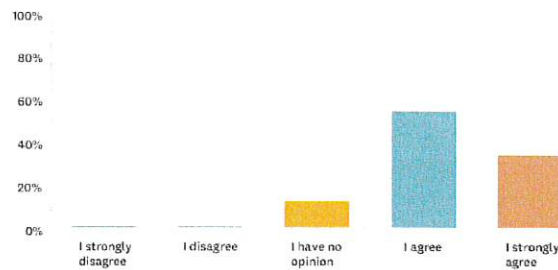
25

36

55

18

### Develop a business case for water loss



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

0.74%

0.74%

11.85%

53.33%

33.33%

1

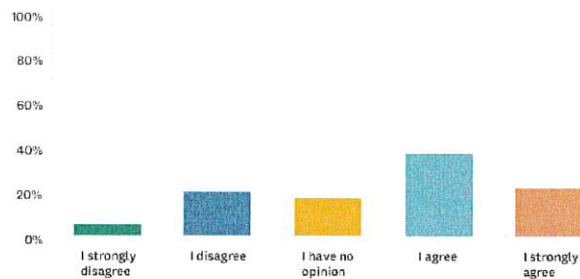
1

16

72

45

## Residents' weekend



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

5.19%

19.26%

17.04%

37.04%

21.48%

7

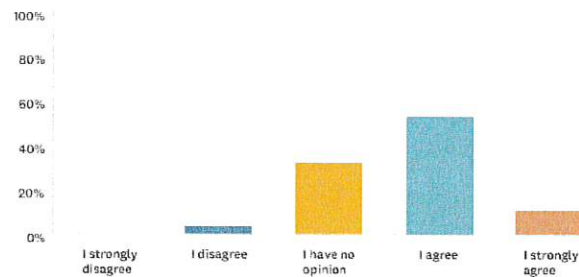
26

23

50

29

## Implement asset investment strategy



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 134

## RESPONSES

0.00%

3.73%

32.09%

52.99%

11.19%

0

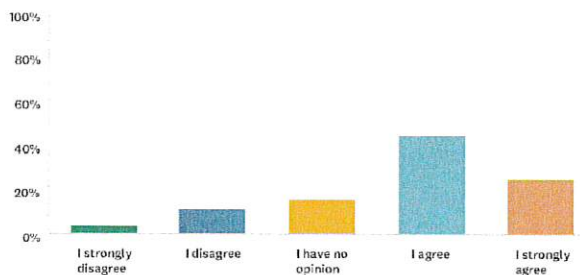
5

43

71

15

## Carbon car parking levy



## ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

## RESPONSES

3.70%

11.11%

15.56%

44.44%

25.19%

5

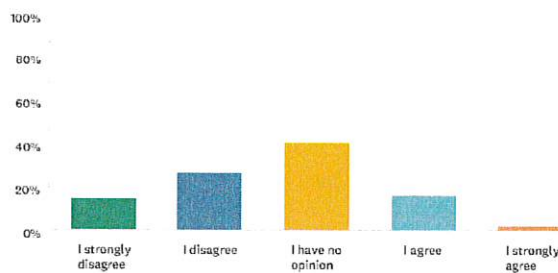
15

21

60

34

## Extend the council car park



### ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 136

### RESPONSES

14.71%

20

26.47%

36

40.44%

55

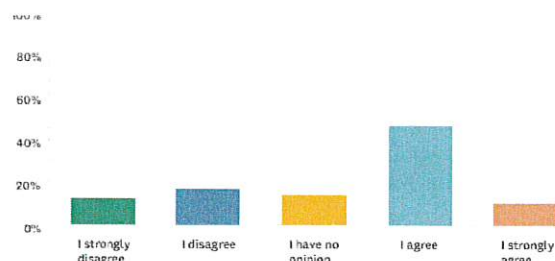
16.18%

22

2.21%

3

## Develop proposals for a play area in Langmoor Gardens



### ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 136

### RESPONSES

12.50%

17

16.91%

23

13.97%

19

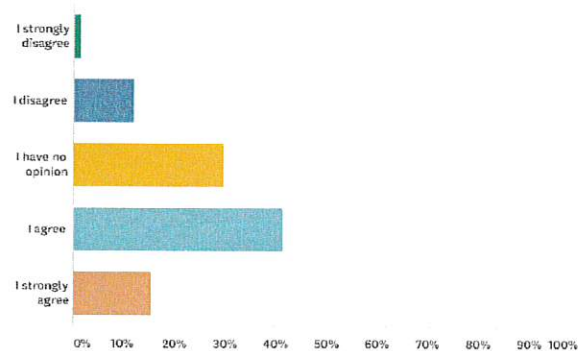
46.32%

63

10.29%

14

## Electronic office



### ANSWER CHOICES

I strongly disagree

I disagree

I have no opinion

I agree

I strongly agree

Total Respondents: 135

### RESPONSES

1.48%

2

11.85%

16

29.63%

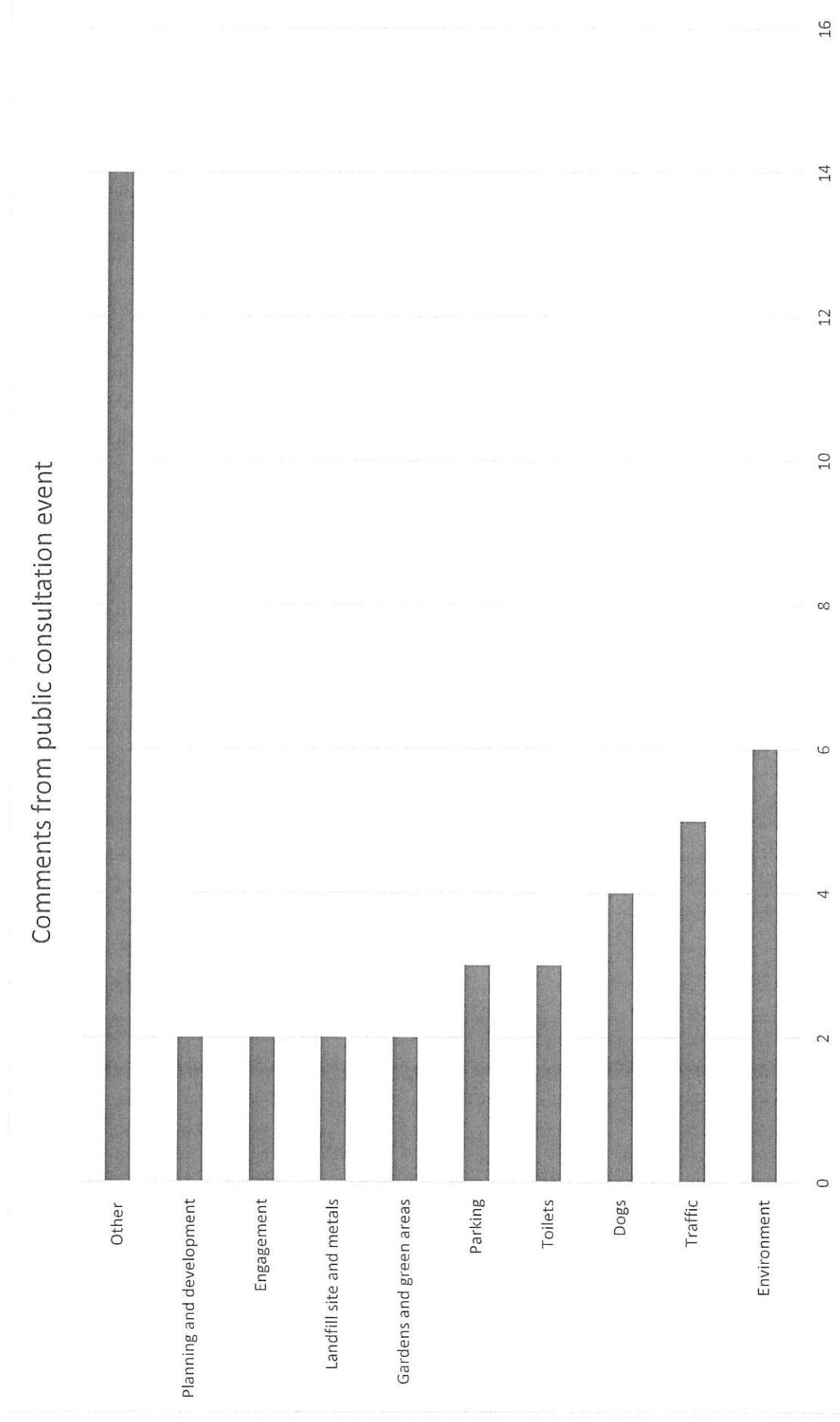
40

41.48%

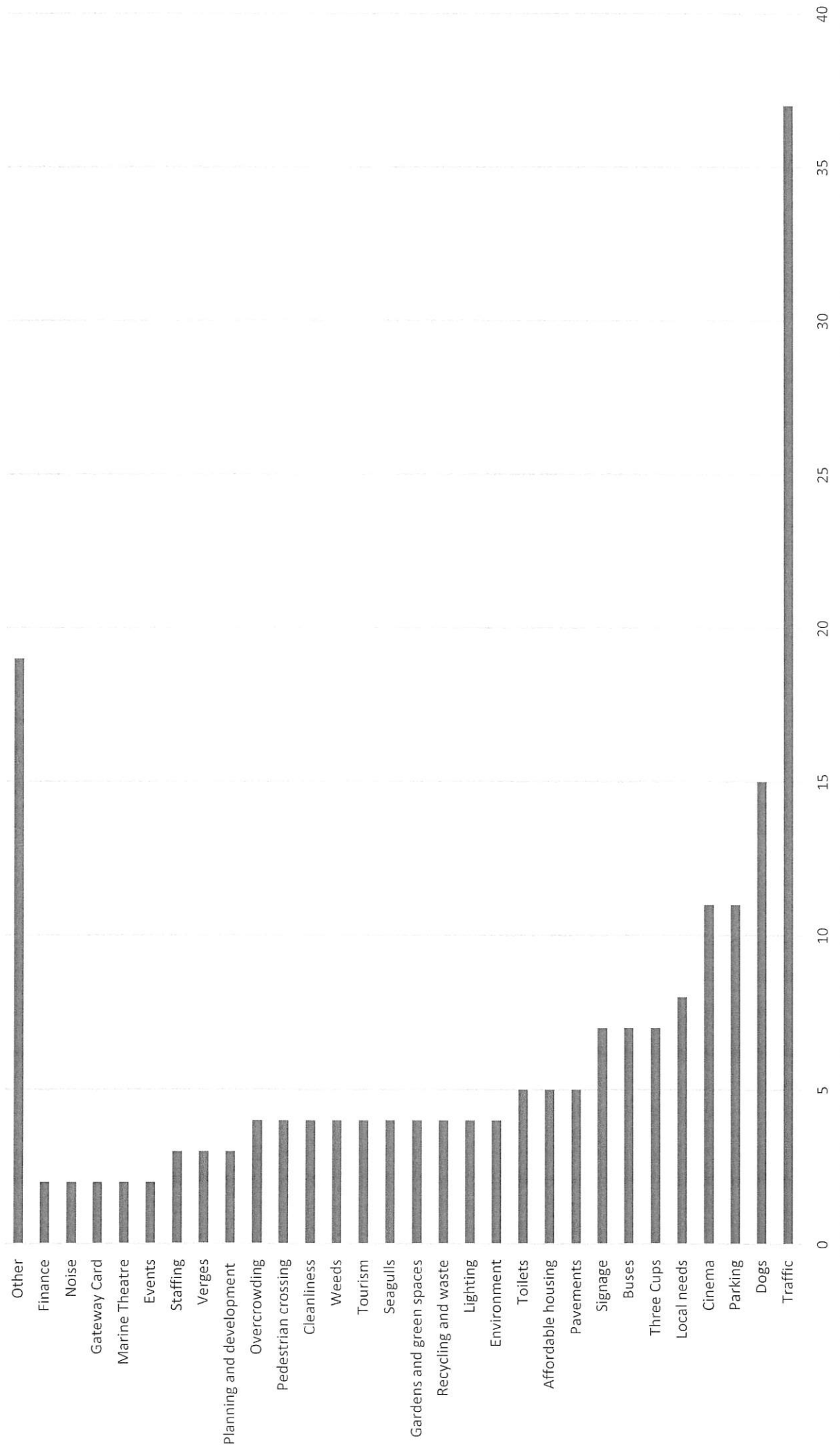
56

15.56%

21



Comments from Lyme Voice



**Committee:** Strategy and Finance

**Date:** 18 December 2019

**Title:** Budget and Precept 2020-21 and Five-Year Financial Plan 2020-25

**Purpose of the Report**

To allow members to consider and approve the 2020-21 budget, including a precept of £132,779

To inform members of the council's five-year financial plan 2020-25

**Recommendation**

- a) Members approve a 2020-21 budget
- b) Members consider and approve the 2020-21 objectives, and draft objectives for 2021-25, appendix 11
- c) Members approve a precept of £132,779 for 2020-21
- d) Members consider the five-year financial plan 2020-25 and the impact on the council's reserve

**Background**

- 1. Each year the council must approve the budget and precept for the following financial year. This report outlines the position in terms of the council's income and draft expenditure for 2020-21.
- 2. Members considered draft objectives at the Strategy and Finance Committee meeting on 13 November 2019. The public's views on the council's draft objectives were sought at an event on 21 November 2019 and through an online survey. A separate report on the results of these exercises is elsewhere on this agenda. Any amendments to the council's objectives will be incorporated in to a final budget report which will be presented to the Full Council for approval on 8 January 2020.
- 3. On 13 November 2019, this committee also considered changes to discretionary income, the precept and the amount of grant which should be made available to local organisations. The recommendations from that meeting, which were subsequently approved by the Full Council on 20 November 2019, are incorporated in this report.
- 4. The report starts with the proposed 2020-21 budget, which includes the council's draft objectives for the next year. It goes on to review the council's objectives for 2021-2025 and considers the cost of these objectives against each year's budget, i.e. it creates a five-year financial plan. It also considers the

year-by-year cost impact of these objectives on the council's reserve. This is summarised in **appendix 11A**.

5. Officers have adopted a prudent approach to the budget. Known income, only, is included in the budget; speculative income is excluded. All known and reasonably-anticipated expenditure is included in the budget.

### The 2020-21 budget

6. The following paragraphs in this section of the report summarise the income and expenditure decisions and assumption that inform the 2020-21 budget, **appendix 11A**. For comparison, variances from the 2019-20 budget are explained.

### Income

7. The Full Council decision on 20 November 2019 to raise the precept by 10% increases income from £120,708 to £132,779, i.e., £12,071.
8. There is no increase in car parking charges for 2020-21. Income is budgeted at the average income for 2017-18 and 2018-19. At £714k, this is £10k below the 2019-20 budget. This prudent budget assumption reflects the 2019-20 income to date, which is marginally below budget.
9. Lease and licence conditions link privately-owned chalets, caravans and beach huts site rents to September's retail price index (RPI). The RPI for September 2019 is 2.7%. This generates an income of £342k, an increase of £8k.
10. Concession charges fall by £2k to £38k. A significant number of concessions are due for re-tender in 2020-21. A prudent approach on the income realised from re-tendering has been adopted; this has been informed by lower than estimated tenders received recently.
11. Commercial income is reduced by £11k to £200k to reflect the end of the tourist information centre's tenancy on the ground floor of the Guildhall Cottage.
12. Advertising income is reduced by £3k to £15k. This reflects a continued trend of reduced advertising income.
13. Income from the amenities area is reduced by £3k to 83k. This prudent budget assumption is an average of the income for 2017-18 and 2018-19.
14. Cemetery income is increased by £2k to £6k. This reflects the increase in income received in 2017-18 and 2018-19.
15. Income from licences reduces by £1k to £12k. This reflects the average income received in 2017-18 and 2018-19.

16. Other income reduces £25k to £17k. The budget assumption for 2019-20 included property sales. It is prudent to remove property sales from this budget heading.
17. Income from investments has been reduced from £4k to £2k to reflect the reduction in the council's reserve which is providing most of the funding for objectives.

### **Expenditure**

18. Staffing expenditure is £738k, a reduction of £1k on 2018-19. The main assumptions informing this budget are the possibility of a national pay increase of up to 3%, the removal of agency cover for the finance manager and an offsetting of staff receiving salary grade progression payments with new appointments entering at the bottom of their salary grade. Provision for any salary increases recommended by the panel considering revised job descriptions for some officers in early-January 2020 is not included in the 2020-21 budget. The budget assumes all employees are in the Local Government Pension Scheme.
19. Office administrative costs are reduced by £7k to £117k to reflect average spend in 2017-18 and 2018-19. The budget was increased in 2019-20 to accommodate an increase in professional and consultancy costs. Moving forwards, and where appropriate, professional and consultancy fees will be included in project budgets.
20. Rents are increased by £2k to £9k to reflect the changes in rent and service charges payable for St Michael's Business Centre.
21. Licensed land refers to the area opposite the Harbour Inn and the skatepark which are leased from Dorset Council.
22. Democratic costs were increased to £33k in 2019-20 in anticipation of a Dorset Council remuneration panel review which could have increased member allowances. The recommendations from a remuneration panel review have just been received and no increase is proposed. A report on members' allowances will be presented to the Full Council on 8 January 2020. Consequently, the budget has been reduced by £10k to £23k.
23. The outside works' budget is stripped of one-off 2019-20 expenditure and modelled on the average of the 2017-18 and 2018-19 core budget spend. It has then been built up to include one-off expenditure for 2020-21, i.e., £35k for the repair of the shelters' lift, £14k for the replacement of the mule, £11k for lengthsman equipment and £9k for the replacement of lamp columns. This increases expenditure by £35k to £308k.
24. The removal of brochure costs has reduced marketing expenditure by £16k to £44k.

25. On 20 November 2019, the Full Council resolved to set a grants' budget of £80k per annum. The budget figure of £84k includes a £4k council contribution to the Christmas Lights Fund.
26. Utilities expenditure is increased by £4k to £145k; this increase reflects RPI<sup>1</sup>. This budget heading includes business rates which is scheduled for review in May 2020.
27. The council loan is with Dorset Council. It has a 20-year term and was taken out in 2011.
28. Excluding objectives and projects, the 2020-21 budget has a surplus of £52k.

### Budget objectives 2020-21

29. The council's draft objectives for 2020-21 which incur costs are:

	£
Beach hut renewals	32,000 <sup>2</sup>
Seafront railings	45,000 <sup>3</sup>
Roof repairs	301,000 <sup>4</sup>
Electric vehicle replacement	10,000 <sup>5</sup>
Office refurbishment	150,000 <sup>6</sup>
Relaunching the Gateway Card	3,000
Gardens' refurbishment	15,000
Water conservation and metering	10,000
Langmoor Gardens play area	10,000
Free town bus	13,000 <sup>7</sup>
Electric vehicle charging points	20,000
Water points	5,000
Bike racks	1,000
Tree planting and re-wilding	1,000
Bin signage	500

30. At £617k, the level of spend on objectives in 2020-21 is significant and has a material effect of the reserve, this continues throughout the five-year financial plan. This is compounded by the level of spend on the roof project in 2019-2020, i.e.£301k.

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<sup>1</sup> The utilities budget heading includes business rates at c£90K

<sup>2</sup> Year two of a three-year programme

<sup>3</sup> Held over from 2019-20

<sup>4</sup> Cost apportioned equally between 2019-20 and 2020-21

<sup>5</sup> This represents the additional cost of replacing the council's mule with an electric equivalent. The cost of a like-for-like replacement is included in the outside works' budget

<sup>6</sup> Cost apportioned equally between 2020-21 and 2021-22

<sup>7</sup> The town council's relationship with the town bus provider, Damory, is reliant on Dorset Council's school bus contract. Dorset Council's school bus contract is scheduled for renewal in September 2020. The contract award could affect the future of the town bus

**Objectives 2021-25**

31. Officers have considered the cost impact of the council's objectives between 2021 and 2025 and attempted to smooth out costs throughout the four-year period.

32. In allocating objectives to financial years, officers have been mindful of the impact of each year's expenditure on the council's reserve.

33. The council's draft objectives for 2021-22 which incur costs are:

	£
Beach hut renewal	32,000
Office refurbishment	150,000
Gardens' refurbishment	15,000
Free town bus	13,000
Tree planting and re-wilding	1,000
Residents' weekend	8,000

34. The council's draft objectives for 2022-23 which incur costs are:

	£
Gardens' refurbishment	15,000
Seafront urinals	60,000
Free town bus	13,000
Tree planting and re-wilding	1,000
Residents' weekend	8,000

35. The council's draft objectives for 2023-24 which incur costs are:

	£
Gardens' refurbishment	15,000
Free town bus	13,000
Tree planting and re-wilding	1,000
Residents' weekend	8,000
Debt repayment	187,000

36. The council's draft objectives for 2024-25 which incur costs are:

	£
Gardens' refurbishment	15,000
Free town bus	13,000
Tree planting and re-wilding	1,000
Residents' weekend	8,000
Tractor replacement	20,000 <sup>8</sup>
Woodland walk refurbishment	50,000

<sup>8</sup> This represents the additional cost of replacing the council's tractor with an electric equivalent. The cost of a like-for-like replacement is included in the outside works' budget

### The five-year financial plan

37. The five-year financial plan, **appendix 11A**, is informed by the council's routine income and expenditure, its objectives and other anticipated expenditure. The five-year plan doesn't include any known or predicted changes to income or expenditure.
38. Over the next five years, officers have identified the need to replace the following:

		£
2020-21	mule replacement	14,000
2020-21	lengthsman equipment	11,000
2020-21	lighting columns' replacement	9,000
2020-21	shelters' lift	35,000
2021-22	lighting columns' replacement	9,000
2022-23	ticket machine replacement	27,000
2022-23	lighting columns' replacement	9,000
2023-24	courier van replacement	5,000
2023-24	amenities' hut replacement	25,000
2023-24	lighting columns' replacement	9,000
2024-25	tractor replacement	60,000
2024-25	woodland walk footbridge	50,000

39. This expenditure is included in the outside works' budget. Before expenditure is committed on any of these projects, reports will be brought to the relevant committees for consideration.
40. This level of projected spend means the council must be more prudent in approving in-year expenditure. It should also seek opportunities to generate additional income.

### The council's reserve

41. The five-year plan also quantifies the impact of the council's annual spend on the council's reserve.
42. The council's base position on its reserve is it should be 50% of turnover, i.e., £780,500 (50% of £1,561k). As part of the 2017-18 budget-setting process, this position was reviewed on 14 December 2016 and the reserve was increased to £1,000,000. The reserve was increased in anticipation of asset and service transfers from West Dorset District Council (now Dorset Council). The reserve has been allowed to grow to its current level of £1,321m to fund major projects.

## AGENDA ITEM 11

43. Advice on the level of the council's reserve has been sought previously. There's no legislation or regulation on this level but the consensus is it should be between 25-100% of budget.
44. The reserve on 1 April 2020 is estimated at £1,020; this adjustment is for roof project payments up until 1 April 2020.
45. The impact of the council's five-year financial plan on its reserve is:

	£
2020-21	454k (29%)
2021-22	363k (23%)
2022-23	366k (23%)
2023-24	318k (20%)
2024-25	313k (20%)

46. To accommodate the level of expenditure in the five-year plan, members may wish to amend its reserve policy to a lower percentage of turnover. Alternatively, objectives and projects can be removed from the plan.
47. There are known events in our operating environment which may impact on the council's finances. These include: the distribution of works' expenditure for the roof and office refurbishment projects between financial years, compensation claims for business loss from tenants affected by the roof works, repairs to or the replacement of the cadet hut, the development of an asset investment strategy, the possibility of asset and service transfers from Dorset Council, Dorset Council's award of the bus school contract in summer 2020, any decisions emerging from Dorset County's re-evaluation of the local government pension scheme, national pay awards and Dorset Council's business rates review.
48. Any recommendations from this committee will be considered by the Full Council on 8 January 2020.

John Wright  
Town clerk  
December 2019

# APPENDIX 11A

		£000s									
		2019/20	2020/21	2021/22	22/23	23/24	24/25				
	<b>Income</b>										
	Precept	120	132	132	132	132	132				132
	Car Park	724	714	714	714	714	714				714
	Chalet etc	334	342	342	342	342	342				342
	Concession	40	38	38	38	38	38				38
	Commercial rent	212	200	200	200	200	200				200
	Advertising	18	15	15	15	15	15				15
	Amenity Area	86	83	83	83	83	83				83
	Cemetery	4	6	6	6	6	6				6
	Licenses	13	12	12	12	12	12				12
	Other Income	42	17	17	17	17	17				17
	Income from Invts.	4	2	2	2	2	2				2
	<b>TOTAL INCOME</b>	<b>1597</b>	<b>1561</b>	<b>1561</b>	<b>1561</b>	<b>1561</b>	<b>1561</b>				<b>1561</b>
	<b>Expenditure</b>										
	Staffing	739	738	738	738	738	738				738
	Office Admin	126	117	117	117	117	117				117
	Rents	7	9	9	9	9	9				9
	Licensed Lan	4	4	4	4	4	4				4
	Democrat Reps.	33	23	23	23	23	23				23
	Outside Works	273	308	233	260	269	345				345
	Marketing	60	44	44	44	44	44				44
	Grants	146	84	84	84	84	84				84
	Utilities	141	145	145	145	145	145				145
	Loans	37	37	37	37	37	0				0
	Other Expenditure	14									
	<b>TOTAL EXPENDITURE</b>	<b>1580</b>	<b>1509</b>	<b>1434</b>	<b>1461</b>	<b>1470</b>	<b>1509</b>				<b>1509</b>
	<b>Profit</b>	<b>17</b>	<b>52</b>	<b>127</b>	<b>100</b>	<b>91</b>	<b>52</b>				<b>52</b>
	<b>Objectives</b>										
	Beach Hut	30	32	32							

## APPENDIX 11A

[illegible]

**Committee:** Strategy and Finance

**Date:** 18 December 2019

**Title:** Investments, Cash Holdings and Loans

**Purpose of Report**

To inform members of investments, cash holdings and loans and to seek any necessary guidance

**Recommendations**

- a) Members note current investments, cash holdings and loans
- b) Members support the principle of rationalising accounts and banks subject to a further, more detailed, report to the next meeting of this committee about this and the council's ongoing target reserve level
- c) Members agree to not put any monies on fixed-term deposit unless or until cash flow modelling of forthcoming major expenditure on the Marine Parade roof, the office refurbishment and any other agreed projects support such an approach to be prudent

**Background**

- 1. The council has cash holdings and investments with three principle banks: Natwest, Lloyds and Santander.
- 2. Within those banks, the council has traditionally maintained several individual accounts; particularly with Natwest and Lloyds. Most day-to-day banking is transacted in Lloyds, whilst certain payments, particularly large cheques and salaries, are dealt with in Natwest.
- 3. Also, within Natwest, there is a complicated system of 'tipping and sweeping' between accounts which may have made sense when interest rates were much higher but have little or no financial benefit at current interest rates and which complicate and multiply the number of 'transactions'.
- 4. Within Lloyds, the council has traditionally maintained several individual deposit accounts, each with a value of £100,000 and a fixed term of 12 months. These have earned a small additional amount of interest. Over the last 18 months, interest rates have varied between 0.4% and 1.00%, having initially gone up and then, most recently, fallen again.
- 5. At the meeting of this committee held on 24 April 2019, it was resolved:
  - a) That the Lloyds fixed term deposit of £101,485.44 maturing at the end of April 2019 be reinvested in a similar 12-month deposit at 1.00% (currently 0.90%) and that a further £100k of the balance in the Lloyds instant

account (currently £501,595.88) be reinvested in a similar 12-month deposit; this will increase the interest on this sum from 0.05% to 1.00%

- b) That any decision to transfer a further £100k from the Lloyds instant account to a 12-month deposit account be deferred until there is greater certainty about the 2018/19 year-end balance and the tendered cost of the roof repairs to the shelters' building
- c) That discussions continue with Santander to obtain a better rate of interest for the approximately £160k banked with them at an interest rate of 0.8% and which matured at the end of February 2019; if this cannot be achieved, then the balance be re-invested with another provider on the most preferential terms reasonably and prudently achievable

## Report

- 6. Details of monies held in the council's bank accounts and the council's outstanding loans at 12 December 2019 are attached, **appendix 12A**.
- 7. The total current balance, £1,274,253, is in excess of the council's target reserve of £1,000,000, as proposed in December 2016 as part of the budget-setting process. That target was increased for the previous 50% of turnover (historically, about £750k) to take into account potential costs associated with any transfer of assets and services arising from the review of local government in Dorset and other planned expenditure on major projects.
- 8. The current balance is an actual cash balance of funds in our various accounts as at 12 December. Absolutely no assumptions are made within that figure of sums invoiced but not yet received.
- 9. Although the transfer of assets and services never materialised, the target reserve of £1,000,000 currently remains unchanged **but will need to be reviewed in the light of planned major expenditure on the Marine Parade roof and the council offices and other projects**. The budget report identifies likely expenditure and reserve levels both for 2020/21 and future years.
- 10. The current balance is lower than the figure of £1,445,789 reported to committee in April 2019 or the figure of £1,441,450, reported in June 2018.
- 11. To some extent, the total balance reflects the timing of the council's routine income and expenditure, but it does also reflect a level of unplanned and in-year expenditure on items such as the beach rake, flail and electric vehicle. It also reflects the later-than-normal issuing of invoices for chalets, caravans and day huts at Monmouth beach. Those invoices have all been issued and will result in higher-than-normal income in the second half of the financial year; when income is normally at it lowest. For this reason, the projected end-of-year reserve is approximately £1.32m, **before any expenditure on the roof or office projects is taken into account**.
- 12. Although the likely cost of the roof repair works was acknowledged in the earlier recommendations referred to at 5. above, it was not until the return of the first

tenders that officers had a more reliable indication of the potential scale of cost involved. Given the implications for cash flow it was decided not to put any monies back on fixed-term deposit until the cost was firmly established.

13. Although the second round of tenders reduced the total cost of the contracted works to approximately £541k, this excludes both professional fees and any claims for business disruption and loss. For this reason, the final total cost remains uncertain. In addition, the precise timing of payments to the contractor is unpredictable because of the weather-dependent nature of the works.
14. This, combined with the ambition to make swift progress with the office refurbishment and the cash flow implications which arise from that, have led officers to take the prudent approach not to tie up any funds in fixed-term investments for the time being.
15. Given the historically low interest rates currently being paid, the income forgone from following this prudent approach has been small; no more than about £500 since the beginning of the current financial year.
16. The officer view is also that the council's banking arrangements are unnecessarily complex and offer no benefits; either in returns to the council or risk moderation or operationally. It is suggested that a more detailed report be brought back to the next meeting of this committee suggesting a simplified model for the council's banking arrangements.

**Other**

17. As previously reported, historic loans from the Public Works Loan Board were paid off in April 2017, as recommended by this committee and subsequently resolved by Full Council on 2 November 2016.
18. The loan from West Dorset District Council has £217,500 outstanding as at the end of the current financial year and is at an interest rate of approximately 3%. The budget report suggests that this loan be paid off in 2023/24, at which point, the outstanding balance will be £97,500.

Mark Green  
Deputy town clerk  
December 2019

**Lyme Regis Town Council****Bank Balances****12-Dec-19**

	£	Access
<b>NatWest- General</b>	Minus 31,641	Instant
NatWest Liquidity Manager 0.1%	37,431	Instant
NatWest Special Interest Bearing Account 0.5%	478,083	Instant
 <b>Lloyds - Current</b>	 11,622	 Instant
Lloyds - Liquidity Manager (0.5%)	614,956	Instant
 <b>Santander 0.65%</b>	 300	 Instant
<b>Santander 0.80%</b> (account due for renewal )	161,000	180 Days
<b>Wilkinson Legacy 0.2%</b>	527	One month
<b>WDDC Deposit 0.7818%</b> (now Dorset Council)	1,975	10 Days
<b>TOTAL</b>	<b>1,274,253</b>	

**Loans to Lyme Regis Town Council****West Dorset District Council**

Marine Parade Shelters	Apr-14	397,499	Approx 3%
	Mar-18	277,500	
	Mar-19	247,500	
	Mar-20	217,500	
Public Works Loan Board		NIL	
<b>Total</b>		<b>217,500</b>	

**Committee:** Strategy and Finance

**Date:** 18 December 2019

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the months of May and June 2019

**Recommendation**

Members note the report and approve the attached schedule of payments for May and June 2019 for the sums of £277,870.05 and £147,695.24, respectively

**Background**

1. Lyme Regis Town Council's Financial Regulations, section 5.2, state:

'A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when re-imbursement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order it shall be approved by a resolution of the council.'

**Report**

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of May and June 2019, **appendices 13A and B**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Naomi Cleal  
Finance assistant  
December 2019

Lyme Regis Town CouncilPayments list for May 2019£277,870.05Total

Date	Supplier	Detail	Amount
<b>NAT WEST BANK</b>			
07/05/2019	HMRC NDDS	April 2019 PAYE NI	11213.74
08/05/2019	Marine Theatre	Theatre Loan	40000
09/05/2019	ZURICH Municipal	Annual Insurance policy	12692.12
10/05/2019	DORSET COUNCIL		7953
10/05/2019	HMRC NDDS	KW - Extra PAYE?	1446.38
10/05/2019	HMRC VAT	VAT	28895.38
14/05/2019	ALLSTAR	Fuel	811.28
15/05/2019	BANKLINE	Bank Charges	51.6
21/05/2019	WORLDPAY	Transaction charges	32.82
21/05/2019	WORLDPAY	Transaction charges	83.24
23/05/2019	DORSET COUNCIL	Bin?	830.38
24/05/2019	SALARY	May 2019 Salary	36874.43
28/05/2019	HANSFORD CONSTRUCTION	Glass eye works	18827.64
28/05/2019	WEST DORSET DISTRI	Loan repayment	3125
31/05/2019	HMRC NDDS	May 2019 PAYE NI	12980.74
31/05/2019	SALARY	May 2019 Salary	8831.53
31/05/2019	SALARY	May 2019 Salary	29.35
31/05/2019	UNPAID ITEM FEE	Mace storage - Bank Charge	20
			<u>£184,698.63</u>
<b>LLOYDS BANK</b>			
01/05/2019	H LEAF AND SONS	In house joinery	1745.39
01/05/2019	LR PROPERTY MAN	Rent and service charge 01/04/2019 - 30/06/2019	1245.17
01/05/2019	KITSON AND TROTMAN	Legal and professional	8469
01/05/2019	SOUTH WEST COUNCIL	Annual subscription	630
01/05/2019	IDA FOR LOCAL GOV	Annual Employer Subscription	547.2
01/05/2019	JOHN BEER MOTOR	Vehicle Maintenance - transit	329.77
01/05/2019	VALE FIRE SAFTEY	Servicing of fire extinguisher	158.4
01/05/2019	LYME ONLINE	General advertising	202
01/05/2019	MARTINS EXCAVATION	Removal of shelter from Anning road	528
01/05/2019	MOTTERAM HR	Hr advice	65
01/05/2019	MOLE AVON	Payment on account	466.82
01/05/2019	NW SYSTEMS GROUP	Camera streaming - quarter payment	309.6
01/05/2019	NEWSQUEST	Digital Marketing	416.41
01/05/2019	NPOWER	Consolidated electricity - Quarter payment	2367.14
01/05/2019	ONSURFACE	Signage printing	522.44
01/05/2019	SIX PAYMENT SERVIC	Transaction fees	209.02
01/05/2019	SCAFFTAG	Unitags - Health and safety	151.37
01/05/2019	SSP DIRECT	Road signs	374.4
01/05/2019	SSE ENTERPRISE	Attend repairs - Lifeboat station	120.25
01/05/2019	SCREWFIX	Various - work clothes, equipment etc	989.15
01/05/2019	SOUTH WEST WATER	Water Charges	1928.78
01/05/2019	TOPSPARKS	Electrical repairs, two visits	264.74

Lyme Regis Town CouncilPayments list for May 2019£277,870.05Total

Date	Supplier	Detail	Amount
01/05/2019	UNITY 5	Zatpark set up	2633.16
01/05/2019	STAFF MEMBER	Annual travel expenses	468.3
01/05/2019	TRAVIS PERKINS	Various works equipment	669.77
01/05/2019	CUSTOMER	Beach hut refund	45
01/05/2019	AXMINSTER GARDEN M	Goods and services throughout January and February	1497.81
01/05/2019	ARTHUR FORDHAMS	Materials and keys etc	177.74
01/05/2019	T BEVISS	Materials for cannon	30
01/05/2019	BEMROSEMOBILE	Service charge January to March	207.86
01/05/2019	BUGLARS	Investigate oil leak	224.55
01/05/2019	CLARITY COPIERS	Monthly Copier costs	346
01/05/2019	CARRIER 3PL	Lead generation on 2019 brochure and march fulfilment	11172.97
01/05/2019	CREATIVE SOLUTIONS	Printing	48.77
01/05/2019	DAMORY	2x Months town bus route	2000
01/05/2019	DARKIN MILLER	Internal audit fees	644.24
01/05/2019	EIBE Play	Replacement parts for equipment	51.77
01/05/2019	EUROFFICE	Stationary	136.78
01/05/2019	FOWLER	Lift hire	210.59
01/05/2019	GLEN CLEANING	Contract Cleaning	1299.46
01/05/2019	HITCHCOCK	Psychotherapy	175
01/05/2019	D J NEWBERRY	Handwritten invoice	120
02/05/2019	PAYPAL *ONEMOREMOB CD 9	Mobile phones - car park attendants	559.98
02/05/2019	GLASDON	Benches?	9954.68
02/05/2019	BRID BUILD SUPPLIE	Payment on account	1940.54
02/05/2019	KEITH WILSON	Underpayment of Salary	1347.57
03/05/2019	BLUE LEVEL MEDIA	50% balance of the website development	3840
07/05/2019	GIFFGAFF	Monthly Mobile bundle	5
07/05/2019	GIFFGAFF	Monthly Mobile bundle	5
07/05/2019	GIFFGAFF	Monthly Mobile bundle	5
08/05/2019	WOODMEAD HALL	Hire of hall	27
08/05/2019	MARGRET FURBER	Refund of burial charges	179
08/05/2019	SHOWBITZ	LED lights for Garden lighting	8400
08/05/2019	COUNTY MEMORIALS	Cleaning of headstone and replacement lettering	756
08/05/2019	CORRECTION 1/2/19	Bank deposit correction	711.04
09/05/2019	AMZNMktplace CD 9724	Gardening supplies	39.99
09/05/2019	PAYPAL *STEVEBAILE CD 9724	Monitor stand	16.9
09/05/2019	GIFFGAFF	Monthly Mobile bundle	10
09/05/2019	AMZNMktplace CD 9724	Medical tags	1.94
09/05/2019	SHOWBITZ	LED lights for Garden lighting	3270
09/05/2019	FOOTPRINT FUTURES	Consultancy fees	1282.8
09/05/2019	CLUB WIFI	Annual CCTV Support and wifi repairs	2660.82
10/05/2019	GOCARDLESS VPWSYSTEMSUK	Registration of Domain	154.8
13/05/2019	AMZN Mktplace UK*MN1KE CD 97	Pressure cleaner	117.04
13/05/2019	AMZN Mktplace UK*MN8OV CD 97	Gardening supplies	13.98
13/05/2019	GIFFGAFF	Monthly Mobile bundle	6
15/05/2019	EE LIMITED	Monthly Sim and phones	96.35
15/05/2019	G4S CASH SOLUTIONS	Cash collection	61.87

Lyme Regis Town CouncilPayments list for May 2019£277,870.05Total

Date	Supplier	Detail	Amount
16/05/2019	SAGE SOFTWARE	Sage support	271.2
17/05/2019	GIFFGAFF	Monthly Mobile bundle	6
17/05/2019	M G WEBBER	Various plants	288
17/05/2019	LLOYDS BANK COMMERCIAL	S and D services CCTV Survey	3960
17/05/2019	MOLE AVON	Payment on account	395
17/05/2019	PR DRIVER GATES	Prototype cages for lighting in the gardens	377
17/05/2019	LGRC ASSOCIATES	Provision of locum Finance Officer	4074.77
17/05/2019	CLARITY COPIERS	Photocopies April	128.32
17/05/2019	HANSFORD CONSTRUCTION	Lift hire	312
21/05/2019	ARCHANT SOUTH WEST CD 972	Job advertisement	402
21/05/2019	WORLDPAY	Transaction fees	188.15
21/05/2019	WORLDPAY	Transaction fees	37.54
21/05/2019	WORLDPAY	Transaction fees	23.94
21/05/2019	WORLDPAY	Transaction fees	10
21/05/2019	WORLDPAY	Transaction fees	10
23/05/2019	EBAY	Velvet cushion	9.45
23/05/2019	GIFFGAFF	Monthly Mobile bundle	6
23/05/2019	EBAY	Ceremonial gloves	5.99
23/05/2019	VOICE OVER IP LYM001	Broadband and phone April	345.55
24/05/2019	LUKE LAWSON	Monthly website and computer support	600
24/05/2019	L R MUSICAL THEATRE	Grant for 2018/19 production	2000
28/05/2019	GIFFGAFF	Monthly Mobile bundle	6
28/05/2019	GIFFGAFF	Monthly Mobile bundle	10
28/05/2019	GIFFGAFF	Monthly Mobile bundle	6
28/05/2019	GIFFGAFF	Monthly Mobile bundle	6
29/05/2019	GIFFGAFF	Monthly Mobile bundle	6

£93,148.03£23.39

Lyme Regis Town Council  
Payments list for June 2019

£147,695.24

Total

Date	Supplier	Detail	Amount
<b>NAT WEST BANK</b>			
03/06/2019	SOUTH WEST WATER	Water usage	9.41
03/06/2019	SOUTH WEST WATER	Water usage	7.97
03/06/2019	SOUTH WEST WATER	Water usage	40.4
03/06/2019	SOUTH WEST WATER	Water usage	30.74
04/06/2019	DORSET COUNCIL		248.32
04/06/2019		5724 Settlement pay	15300
06/06/2019	DORSET COUNCIL		370
10/06/2019	DORSET COUNCIL		7953
13/06/2019	HMRC NDDS	KW Additional PAYE	5621.95
14/06/2019	ALLSTAR	Monthly Fuel	909.72
17/06/2019	BANKLINE	Bank Charges	50.8
19/06/2019	DORSET COUNCIL	DWP?	575.36
20/06/2019	WORLDPAY	Transaction charges	31.98
20/06/2019	WORLDPAY	Transaction charges	58.86
24/06/2019	SALARY	June Salaries	34969.9
25/06/2019	WEST DORSET DISTRI	Loan repayment	3125
28/06/2019	HMRC NDDS	June PAYE NI	11710.47
			<u>£81,013.88</u>

**LLOYDS BANK**

03/06/2019	ALETHEA PANES	Mayor Deposit	257
04/06/2019	DVLA VEHICLE TAX	Vehicle Tax	260
04/06/2019	GIFFGAFF CD 9724	Monthly Mobile Bundle	6
05/06/2019	TESCO-STORES	Mayors Allowance	148.7
07/06/2019	ARCHANT SOUTH WEST	Advertising	402
07/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	6
07/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	6
07/06/2019	DOTTIE KITCHEN	Mayors do?	538
10/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	10
10/06/2019	FOREST AND TREE	To fell holm Oak	480
10/06/2019	GLASDON	Benches	5850.1
10/06/2019	GLEN CLEANING	Contract cleaning	2572.6
10/06/2019	KELTIC CLOTHING	Staff clothing	423.6
10/06/2019	KEELY WINDOWS	Window Cleaning	67.32
10/06/2019	ICCM	Annual?	275
10/06/2019	LYME ONLINE	General Advertising	185
10/06/2019	LR SEA SCHOOL	Grant?	4999.99
10/06/2019	LR REGATTA CARNIVA	Grant?	200
10/06/2019	LEWIS BROWN	Topographical survey and monitoring	3756
10/06/2019	METRIC APRIL 17	Website Costs	97.2
10/06/2019	NEWSQUEST MG	Advertising	564.94
10/06/2019	NPOWER	Electricity	125.62
10/06/2019	PITNEY BOWES	Contract annual?	1174.37
10/06/2019	EMPLOYEE	Eye test	44.5
10/06/2019	SOUNDSVIEW	Promotional videos for media campiagn	360
10/06/2019	SW HYGIENE	Annual sanitary disposal and rental	1823.75
10/06/2019	SCREWFIX	Various external supplies	1476.29

Lyme Regis Town CouncilPayments list for June 2019£147,695.24Total

Date	Supplier	Detail	Amount
10/06/2019	SIX PAYMENT SERVIC	Processing fees	456.05
10/06/2019	SAGE	Sage support	360
10/06/2019	SOUTH WEST WATER	Water	303.32
10/06/2019	TRAVIS PERKINS	Various external supplies	958.12
10/06/2019	URBAN CRAZY	replacment mini golf felt	186.85
10/06/2019	XYLEM WATER SOLUTI	Annual service maintenance	668.74
10/06/2019	AAFENCING	Fencing pannels	1110.48
10/06/2019	I SMITH	Beach Hut Refund	40.5
10/06/2019	KATE SKILLINGS	Beach Hut Refund	10
10/06/2019	AXMINSTER IRONWORK	Repairs to flagpole	180
10/06/2019	A J SUPPLIES	Cleaning supplies	144
10/06/2019	ARTHUR FORDHAMS	Various, keys, cleaning supplies etc	399.99
10/06/2019	AXE SKIP HIRE	Skip hire	240
10/06/2019	AXMINSTER GARDEN	Goods and servcices throughout April	349.88
10/06/2019	BRIDGEWATER & Taunton College	Tree Climbing & Arial Resue Course	1190
10/06/2019	BUGLARS	Car maintenance and parts	845.22
10/06/2019	BUSEC	Monthly training costs	225
10/06/2019	COBB GARAGE	MOT certificate and parts	165.97
10/06/2019	CARRIER 3PL	April brochure fulfilment	1191.7
10/06/2019	EMPLOYEE	Travel Expenses	125.06
10/06/2019	CAROL WILLIAMS	Monthly Cleaning costs	403
10/06/2019	CHARD CONCERT BAND	Band performance	200
10/06/2019	DAPTC	Annual subscription	847.35
10/06/2019	FORTRESS SW LTD	Attend fire alarm	45
10/06/2019	WEST DORSET DISTRI	Skatepark expenditure and brochure postage	2258.27
10/06/2019	DCC PENSION FUND	KW Additional Pension?	381.13
10/06/2019	EUROFFICE	Stationary	193.36
10/06/2019	EDF	Electricity	147
10/06/2019	H C LEWIS AND CO	Surfacing repairs	5220
11/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	6
14/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	6
14/06/2019	M G WEBBER	Various Flowers	3270.36
14/06/2019	DAMORY	Local bus service	952.4
14/06/2019	LR JAZZ FESTIVAL	Grant - Jazz fest	400
14/06/2019	CAROL WILLIAMS	Monthly Cleaning costs	397.75
14/06/2019	XTREME FALCONRY	Bird ofPrey Attendance	380
14/06/2019	BONE BLACK	Repairs to Decrative Painting - Cemtery	2970
14/06/2019	ADVENTURE UNDER SA	Grant - Local Young People Challenge	999
14/06/2019	HAYLEY KINLAN	BH Refund	20
14/06/2019	BAILEY	Other Creditors	20
17/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	6
17/06/2019	PAYPAL *EUROCASHRE CD 9724	New till for amenty area	115
17/06/2019	SAGE SOFTWARE	Sage support	271.2
17/06/2019	GOCARDLESS VPWSYSTEMSUK-	Silver Domains - Website	234
17/06/2019	EE LIMITED	Monthly mobile and sim cards	95.24
17/06/2019	G4S CASH SOLUTIONS 1000 11024056	Cash Collection	77.34
20/06/2019	VOICE OVER IP LYM001	Broadband & Phone	337.73
20/06/2019	WORLDPAY	Transaction charges	48.44
20/06/2019	WORLDPAY	Transaction charges	33.71
20/06/2019	WORLDPAY	Transaction charges	23.94
20/06/2019	WORLDPAY	Transaction charges	10

Lyme Regis Town CouncilPayments list for June 2019£147,695.24Total

Date	Supplier	Detail	Amount
20/06/2019	WORLDPAY	Transaction charges	10
21/06/2019	VOSPERS		81.89
21/06/2019	TRAVIS PERKINS		747.72
21/06/2019	PLASTIC FREE LYME	Grant - Lyme go Green	1038.55
21/06/2019	DCC PENSION FUND	June Pension payments	8678.29
25/06/2019	EBAY	Mobile handsets	279.99
25/06/2019	EBAY	Amenity supplies - till rolls	53.4
25/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	6
26/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	6
26/06/2019	TP LYME REGIS CD 9724	Payment as on Stop	127.44
27/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	10
27/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	6
28/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	6

£66,681.36